

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**

MAXWELL AFB INSTRUCTION 13-202

14 DECEMBER 2015



Space, Missile, Command and Control

AIRFIELD OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 42 OSS/OSA

Certified by: 42 OSS/CC
(Lt Col James A. Hudnell)

Supersedes: MAXWELLA FBI 13-202, 2
August 2011

Pages: 60

This instruction implements AFD 13-2, *Air Traffic Control, Airspace, Airfield and Range Management*. It outlines procedures, policies and requirements governing ground and air operations at Maxwell Air Force Base (AFB). Pilots may deviate from the procedures contained herein in the interest of flying safety or when directed by Maxwell Tower, Atlanta Air Route Traffic Control Center (ARTCC), Montgomery Tower or Montgomery Approach Control. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). It applies to all base-assigned and tenant flying units and persons authorized to operate their privately owned aircraft at Maxwell AFB. Waivers to this instruction must be coordinated through 42 OSS and approved by 42 ABW/CC. Some waivers may require AETC A3 or higher approval. Units may develop additional guidance from this instruction; however, it cannot be less restrictive without 42 ABW/CC approval via 42 OSS coordination. Improvement Recommendations: Use AF Form 847, *Recommendation for Change of Publication*, to recommend changes to this instruction through proper chain of command.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. The organization, section titles and topic locations have been substantially revised IAW AFI 13-204v3, *Functional Management of Airfield Operations*. Therefore, it is recommended this document be completely reviewed.

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Chapter 1

GENERAL INFORMATION REGARDING AIRFIELD FACILITIES

1.1. Terrain.

1.1.1. Maxwell AFB is located in the northwest section of the city of Montgomery, Alabama, which is in Montgomery County. The base is situated near the Alabama River, which marks Montgomery County's boundary with Autauga and Elmore Counties to the north.

1.1.2. Terrain is relatively flat with low elevation hills (less than 800 feet Mean Sea Level [MSL]) to the north and northeast. The field elevation varies from 165 feet MSL to the published field elevation of 171 feet MSL.

1.1.3. Airfield portion of Maxwell AFB is an area of approximately 800 acres located on the west side of the base.

1.2. Weather.

1.2.1. Weather in this area is temperate with warm, humid summers and cool rainy winters.

1.2.2. Wind directions shift from the west during spring and early summer (April – July) and again from the east in late summer and early fall (August – September).

1.2.3. Rain is heaviest during the winter months (December – March); however, heavy rain is also likely during the peak of the summer thunderstorm season (July).

1.2.4. Periods of severe weather (tornadoes, hail, high winds, etc.) can be expected with the springtime thunderstorms of March and April.

1.2.5. Temperatures range from an average monthly temperature of 49 degrees Fahrenheit in January to 83 degrees Fahrenheit in July and August. Runways and Taxiways (Attachment 2) Airfield Diagram Depicting Runway/Taxiway Designations, Field Elevation/Gradient, Designation of Primary Instrument Runway, Depiction of ILS Critical Area and Instrument Hold Lines.

1.3. Runways and Taxiways ([Attachment 2](#)). Airfield Diagram Depicting Runway/Taxiway Designations, Field Elevation/Gradient, Designation of Primary Instrument Runway, Depiction of ILS Critical Area and Instrument Hold Lines.

1.3.1. Maxwell AFB has one operational runway, Runway 15/33.

1.3.1.1. Runway 15/33 is 8,013 feet long with a usable width of 150 feet. The first 2,200 feet of Runway 15 is concrete the next 3,903 feet is asphalt, followed by 400 feet of concrete with the remaining runway being asphalt.

1.3.1.2. Runway 15 is Maxwell's primary instrument runway and marked as such. Runway 33 is marked as a non-precision runway. Maxwell Tower shall use Runway 33 as the calm wind runway for all arrivals and departures when the wind is less than 5 knots and should be used to the greatest extent possible. Due to airspace configuration/limitations with Dannelly Field; TRACON and MXF ATC may agree to

use runway 33 as the departure runway, and runway 15 as the arrival runway airframe permitting, however this should not be the norm.

1.3.1.3. Runway 15 overrun is 300' x 1000' and Runway 33 overrun is 200' x 1,000'.

1.3.1.4. Both overruns have a stabilized surface and low weight-bearing capacity.

1.3.2. Taxiway Information (Attachment 2).

1.3.2.1. See current Airfield Suitability and Restrictions Report for weight bearing capacity restrictions for Maxwell taxiways.

1.3.2.2. Taxiway A is 100 feet wide and is lighted. This taxiway connects the Runway 15/33, crosses the northern end of the Landing Zone (LZ) and connects to the North Ramp.

1.3.2.3. Taxiway B is 100 feet wide, is unlighted and is used for daylight operations with visibility of 1 mile or greater only. This taxiway connects Runway 15/33 with Taxiway A and crosses the LZ.

1.3.2.4. Taxiway B may be used during the hours of darkness for aircraft conducting Night vision Device (NVD) training.

1.3.2.5. Taxiway C is 100 feet wide and lighted. This taxiway connects Runway 15/33 to the North Ramp.

1.3.2.6. Taxiways D and E are 100 feet wide and lighted. These taxiways connect Runway 15/33 to the West Ramp.

1.4. Landing Zone (LZ) (009/189)(Attachment 2).

1.4.1. The LZ is located east of Runway 15/33 and is 3015 feet long by 60 feet wide.

1.4.2. LZ North overrun is 300 feet long. LZ South overrun is 300 feet long and is encompassed by Rwy 15/33.

1.4.3. The LZ has above ground panels and lights (all on frangible joints) for day and night LZ operations.

1.4.4. Maxwell Tower is unable to issue landing clearances to aircraft conducting LZ operations due to obstructions east of the LZ. Operations are at the pilot's risk and Maxwell Tower will continue to use appropriate separation and sequencing of all traffic.

Figure 1.1. Phraseology. “(CALL SIGN), (POSITION REPORT) CHECK WHEELS DOWN, WIND 230 AT 7.”

1.4.5. The LZ is usable for day and night operations during VMC conditions.

1.4.6. Departures shall be made primarily to the South. If winds prevent a South departure due to the calculated Minimum Field Length for Maximum Effort Takeoff, departures to the North are authorized as long as the three-engine climb performance data clears the permanent Obstruction (compost building). If climb performance data prevents departure to the North, aircraft gross weight may have to be adjusted.

1.4.7. Landings are authorized in either direction. Aircraft landing to the South are automatically authorized to roll through onto Rwy 15/33. All landings on the LZ must be to

a full stop unless flight safety reasons exist. Pilots may initiate go-around procedures if landing conditions are deemed unsafe. Land and hold short operations are not authorized.

1.4.8. Simultaneous LZ and Rwy 15/33 operations are not authorized.

1.4.9. Transient aircraft conducting similar operations requesting use of the LZ must coordinate through AMOPS, obtain a PPR number and review guidance in AP/1 prior to use. AMOPS will forward the LZ operations portion of this MAFBI to the transient unit after PPR coordination to reinforce familiarization. A one-time familiarization taxi on the LZ is required for transient aircraft unfamiliar with Maxwell LZ Operations.

1.4.10. During periods of heavy air traffic, the Tower may delay, limit or suspend LZ operations. Locally based C-130s have LZ priority over transient aircraft conducting similar operations.

1.5. Runway Selection Procedures.

1.5.1. The Maxwell Tower Watch Supervisor determines the active runway. The following procedures apply to the selection of or change to the active runway:

1.5.1.1. Use the runway most nearly aligned with the wind when 5 knots or more or the calm Wind runway when less than 5 knots. The calm wind runway is runway 15.

1.5.1.2. Tower coordinates with the following agencies before initiating a runway change:

1.5.1.2.1. Montgomery Approach

1.5.1.2.2. CE Help Desk (Barrier Maintenance) 953-3333

1.5.1.3. Tower notifies the following agencies when a runway change is completed:

1.5.1.3.1. Montgomery Approach Control

1.5.1.3.2. AMOPS

1.5.1.3.3. Fire Department

1.5.1.3.4. Airfield Systems

1.5.1.3.5. Weather Operations

1.5.1.3.6. Command Post

1.6. Controlled Movement Area (CMA) (Attachment 2). Reference AFI 13-213 MAXWELLAFBSUP, *Airfield Driving*, for further information.

1.6.1. Maxwell AFB control tower controls all ground traffic in the radio CMA which includes the runway, LZ and overruns and all areas within 100 feet of the edge of these areas to include taxiways within 100'. Vehicles in this area must be in two-way radio contact with the control tower or will have an escort with this capability for the entire time they are on the airfield. Personnel acting as escort must be certified to drive on the airfield and be fully aware of associated responsibilities. Reference Maxwell AFB Sup to AFI 13-213 for airfield driving procedures.

1.6.2. All vehicles operating on the CMAs are subject to penalties as listed in AFI 13-213 MAXWELLAFBSUP for failure to comply with the guidance contained therein.

1.6.3. Vehicular Call Signs. All vehicles operating on the CMAs will use authorized call signs as listed in AFI 13-213 MAXWELLAFBSUP.

1.7. Airfield Lighting System ([Attachment 4](#)).

1.7.1. Runway 15/33. Both runways are equipped with High Intensity Runway Lights (HIRL), Threshold lights and Precision Approach Path Indicator (PAPI) lights. Runway 15 is equipped with Approach Lighting System with Sequenced Flashing Lights (ALSF-1). The LZ is equipped with Airfield Marking Pattern-1 (AMP-1) lighting plan. All taxiways are lighted except Taxiway Bravo.

1.7.2. Maxwell Tower is responsible for the operation of the airport lighting systems in accordance with procedures in FAA Order 7110.65, *Air Traffic Control*, and AFI 13-204v3, *Airfield Operations Procedures and Programs*, during normal airfield hours.

1.7.3. Airfield Ramp Security Lighting Procedures: Prior to closing, Tower MUST turn the lights off and relinquish control of ramp lights to SFS. This will allow SFS to control the lights manually from the two electrical panels on West and North ramps.

1.7.4. Tower will inform CES as well as AMOPS of airfield lighting issues.

1.8. Permanently Closed/Unused Portions of the Airfield. Permanently closed portions of the airfield are displayed in the Maxwell AFB sup to AFI 13-213. The closed portions of the airfield are marked with yellow Xs.

1.9. Aircraft Arresting Systems ([Attachment 2](#)).

1.9.1. Maxwell AFB aircraft engagement system is the Textile Modular Brake (MB-60). The MB-60 is UNI-DIRECTIONAL, located 35 feet into the overruns for RWY 15/33. It is a low profile system. Aircraft rollovers on the MB-60 will not cause damage to aircraft or aircraft braking systems. The MB-60 may be left in position at both ends of the runway but the energy absorbers must be disconnected from the engaging device(s) from the approach end cable and the cable properly secured to prevent movement from jet blast. The MB-60 is a onetime use system.

1.9.2. Activation of the MB-60 arresting system is INITIATED BY AIRCRAFT ENGAGEMENT. TOWER HAS NO CONTROL. AM personnel will visually check the MB-60 cable and rubber donuts daily for damage. AM will also visually check the vinyl cover for tears and deterioration. Annotate discrepancies on the AM daily events log documenting the time 42 CES was contacted. Notify 42 CES Help Desk at 953-3333.

1.9.3. Barrier Maintenance performs inspections of arresting systems once every 24-hour period, before the airfield opens for daily ops. Standby personnel will perform inspections on weekends and holidays. The MB-60 system does not require maintenance and has an equipment life of 10 years. The MB-60 is not sensitive to the environment. Climatic conditions do not affect the braking efficiency of the system.

1.9.4. Maxwell Tower notifies the 42 CES Help Desk with barrier configuration change requests (953-3333). Runway changes are not dependent on barrier configuration; however, once the decision is made to change the runway in use a request to reconfigure the barriers will be initiated. Every attempt will be made to arrive and depart tail-hook equipped aircraft with the departure end cable – even if the operation involves opposite direction

clearances. Airfield Management will advise when the barriers are out of service after consultation with 42 CES barrier maintenance and post a NOTAM.

1.10. Parking Plans/Restrictions ([Attachment 5](#)).

1.10.1. There are three primary parking ramps on Maxwell AFB:

1.10.1.1. West Ramp. This ramp is used primarily for 908th Airlift Wing (AFRC) C-130s. There are 11 marked parking spots. Limited additional space is available for transient aircraft.

1.10.1.1.1. All C-130 aircraft parking in spots 1 through 9 on the West Ramp enter the parking area from the south and park in a westerly direction.

1.10.1.1.2. For C-130 or smaller aircraft parking on spot 9, entry into parking from the north is permitted.

1.10.1.1.3. 908 AW maintenance personnel shall marshal 908 AW aircraft into parking during normal operations. Should a flight terminate after all maintenance personnel have departed, the aircraft commander shall stop the aircraft and discharge a qualified crewmember to perform marshaling guidance.

1.10.1.2. North Ramp. This ramp is the primary location used for transient aircraft and other operations approved by AM.

1.10.1.3. Northeast Ramp.

1.10.1.3.1. This ramp is used primarily for Distinguished Visitors, Civil Air Patrol (CAP), Civil Air Patrol-USAF (CAP-USAF) and properly approved privately owned aircraft.

1.10.1.3.2. Alpha row is directly in front of AMOPS and is used for aircraft carrying DVs.

1.10.1.3.3. Bravo row is adjacent to the west end of hangar 843 and is primarily for CAP-USAF and CAP aircraft, but can be used for overflow transient parking.

1.10.1.4. Aircraft are authorized parking on the Engine Run-Up Pad only during daytime and VFR.

1.11. Air Traffic Control Facilities—Operating Hours and Designated Airspace.

1.11.1. Airfield operating hours are 0800L until 2200L Monday – Friday, and 1000L until 1800L on weekends. Maxwell airfield is closed on federal holidays. Operating hours are published in the IFR Supplement. Exceptions are posted by Notice to Airmen (NOTAM).

1.11.2. Maxwell Tower controls airspace extending upward from the surface to and including 2,200 feet MSL within a 5-mile radius of Maxwell AFB, excluding that airspace south of a line 2.5 miles north of and parallel to RWY 10-28 at Montgomery Dannelly Field Airport and southwest of a line along the Montgomery VORTAC 320° radial. This Class D airspace area is effective as published in the Airport/Facility Directory. During other than published hours, the specific days and times are established in advance by a NOTAM. Strict compliance to issued altitudes is required.

1.11.3. After Hours Operations. (Except CAP/CAP-USAF IAW 7.31.)

1.11.3.1. Aircraft may request non-training flight operations outside of published airfield operating hours NLT 24 hours in advance. Coordinate these requests through the Airfield Manager. AMOPS will forward all requests for operations outside of published hours to the 42 OSS/CC. If unable to make contact with the 42 OSS/CC, contact the 42 MSG/CC. Final approval authority for operations outside published airfield hours rests with 42 MSG/CC.

1.11.3.2. Upon approval from the 42 MSG/CC, the 42 OSS/CC, or designated representative, will notify:

1.11.3.2.1. Tower Chief Controller

1.11.3.2.2. Airfield Manager

1.11.3.2.3. Transient Alert COR.

1.11.3.3. When requests are approved, AMOPS shall submit the applicable NOTAM and notify the following agencies with the call sign, type aircraft, ETA/ETD and other pertinent information as far in advance as possible (preferably within 24 hours):

1.11.3.3.1. Fire Department

1.11.3.3.2. Security Forces

1.11.3.3.3. Weather

1.11.3.3.4. Command Post

1.11.3.3.5. Passenger Terminal (only when PAX are involved)

1.11.3.3.6. Transportation (only when required)

1.11.3.3.7. Fuels Management Flight (only when fuel is required)

1.11.3.3.8. Transient Alert

1.11.3.3.9. CAP-USAF/XO (for operations affecting CAP-USAF or CAP)

1.11.3.4. Arrivals or departures outside of published hours. The airfield and tower will open 30 minutes before early aircraft operations and remain open 15 minutes after departures or until aircraft have shutdown in parking. Tower Chief Controller or representative will ensure MGM is aware of planned hour changes.

1.11.4. No-Notice Operations Outside Normal Airfield Hours: Command Post will attempt to notify 42 OSS/CC. If unable to make contact, contact the 42 MSG/CC for approval/disapproval. These missions must be non-training flights that are mission critical. Each agency not on a 24-hour duty schedule shall provide Command Post with an up-to-date after hours notification roster. Command Post will provide all appropriate agencies with proposed changes to aircraft arrival/departure times concerning no-notice operations.

1.11.4.1. When request is approved OSS/CC will notify:

1.11.4.1.1. Tower, Chief Controller

1.11.4.1.2. Airfield Manager (AFM)

1.11.4.1.3. Transient Alert COR

1.11.4.2. Then request is approved, Command Post will notify:

1.11.4.2.1. Fire Department

1.11.4.2.2. Security Forces

1.11.4.2.3. Weather

1.11.4.2.4. Passenger Terminal (only when PAX are involved)

1.11.4.2.5. Transportation (only when required)

1.11.4.2.6. Fuels Management Flight (only when fuel is required)

1.11.4.2.7. Transient Alert (only when required)

1.11.4.2.8. CAP-USAF/XO (for operations affecting CAP-USAF or CAP)

1.11.5. AMOPS Response Procedures.

1.11.5.1. Respond to a scheduled operation 30 minutes prior to aircraft departure/arrival.

1.11.5.2. Respond to a no-notice operation as soon as possible, but not more than 1 hour from notification.

1.11.5.3. For early departures, AMOPS personnel will verify with the pilot as soon as practical to ensure there are no changes to the posted flight plan.

1.11.5.4. Conduct an airfield check and advise the tower of airfield status.

1.11.5.5. Personnel will notify Command Post, AMOPs will now provide all applicable agencies with changes to aircraft arrival/departure times after assuming control of the airfield.

1.11.5.6. Notify Tower, Command Post, Security Forces, Weather and Fire Department of airfield status (open or closed).

1.11.5.7. Notify Command Post of actual aircraft departure/arrival time.

1.11.5.8. Open the AM Operations Section and remain open until engine shutdown, or 15 minutes after the aircraft departs, whichever is applicable.

1.11.5.9. Ensure NOTAM actions are accomplished to open the Class D airspace outside of normal operating hours.

1.11.6. Control Tower Personnel Response Procedures.

1.11.6.1. Controllers will respond to a scheduled operation 30 minutes prior to aircraft departure/arrival.

1.11.6.2. Controllers will respond to a no-notice operation as soon as possible, but not more than 1 hour from notification.

1.11.6.3. Open the Tower and remain open until engine shutdown or 15 minutes after the aircraft departs, whichever is applicable.

1.11.6.4. Notify MGM of open status.

1.11.7. Weather Station Personnel Response Procedures

1.11.7.1. Weather personnel will respond to a scheduled operation 1 hour prior to aircraft departure, or 30 minutes prior to requested brief time.

1.11.7.2. Weather personnel will respond to a no-notice operation as soon as possible, but not more than 1 hour from notification.

1.11.7.3. Open the weather station and ensure a current observation is entered into the Joint Environmental Toolkit (JET).

1.11.7.4. Notify the 26 OWS at Barksdale AFB to coordinate hours of operation, requirements for warnings/watches and Terminal Aerodrome Forecast (TAF) support (if required).

1.12. Local Frequencies.

Figure 1.2. Maxwell Local Frequencies.

Tower	253.5/118.15
Ground	289.4/127.15
ATIS	269.9/134.7
Pilot to dispatch	372.2/139.3
Pilot to metro	342.3
Localizer	109.3
Glideslope	332.0
TACAN	CH 97
DME	115.0
Command Post	396.9 (234.6 Alt)
MGM Tower	360.85/119.7
MGM Approach North	269.05/121.2
MGM Approach South	363.025/124.0

1.13. Navigational Aids (NAVAIDS), to Include Preventive Maintenance Inspection (PMI) Schedule.

1.13.1. NAVAIDS:

1.13.1.1. ILS Runway 15

1.13.1.2. TACAN

1.13.1.2.1. TACAN Ground NAVAID Checkpoints:

1.13.1.2.1.1. Taxiway A: 354 R, 0.6 NM

1.13.1.2.1.2. Taxiway E: 128 R, 0.6 NM NOTE: NAVAIDS monitored IAW IFR Supplement.

1.13.2. PMI Schedule:

1.13.2.1. Localizer: Mondays 0900-1200L

1.13.2.2. Glideslope: Tuesdays 0900-1200L

1.13.2.3. TACAN: Wednesdays 0900-1200L

1.13.3. Reporting ATCALS equipment malfunctions:

1.13.3.1. All ATCALS equipment malfunctions will be reported to Airfield Systems. Airfield Systems will furnish the tower with a Job Control Number. Tower will log outages on AF Form 3624, *Equipment Outage Log*.

1.13.3.2. The tower will contact Airfield Systems by dialing extension 953-7091. If unable to reach Airfield Systems, contact the Tower Chief Controller and then OSS/CC if unable to make contact. Additionally, Tower will notify AMOPS and Weather Operations (when weather equipment is involved).

1.13.3.3. Airfield Systems will notify appropriate maintenance personnel of equipment malfunctions and determine the required response. Maintenance personnel have a response time not to exceed one hour unless OSS/CC approved deviation exist on a case permitting basis. If personnel cannot respond within one hour and no approved deviation exists, the Watch Supervisor shall notify OSS/CC or CCTLR.

1.13.3.4. The Tower Watch Supervisor/Senior Controller shall ensure equipment outages are verified with Airfield Systems between 0800-0830L each morning except weekends and holidays.

1.13.4. Returning ATCALS equipment to operation:

1.13.4.1. Airfield Systems will notify Tower Watch Supervisor/Senior Controller when a reportable outage is ready to be placed back in service. Tower Watch Supervisor/Senior Controller shall approve outage for closure. Maintenance personnel will not close outages without tower approval.

1.13.4.2. In the event of multiple ATCALS/equipment failures, the following restoral priorities shall be followed:

1.13.4.2.1. Control Tower: ETVS, radios, landlines, etc.

1.13.4.2.2. Localizer

1.13.4.2.3. Glideslope

1.13.4.2.4. TACAN

1.13.4.2.5. Digital Audio Legal Recording (DALR) (**NOTE:** If sufficient Airfield Systems personnel are available, concurrent maintenance on both the DALR equipment and the NAVAIDS may be accomplished.)

1.13.4.2.6. DBRITE

1.13.4.2.7. Flight Data System (FDS/FDIO)

1.13.4.2.8. Digital Weather Information/Wind Sensors

1.13.4.3. In the event of multiple frequency/radio outages, the restoral priorities in Figure 1.3 shall be followed:

Figure 1.3. Restoral Priorities.

Priority	Frequency/Radio
1	118.15/Primary
2	253.5/Primary
3	127.15/Primary
4	289.4/Primary
5	243.0/Primary
6	121.5/Primary
7	GRC-211/VHF Multi-channel
8	GRC-171/UHF Multi-channel
9	269.9/ATIS
10	134.7/ATIS
11	342.3/Pilot to Metro
12	372.2/Pilot to Dispatch
13	139.3/Pilot to Dispatch

1.13.5. Airfield Systems will:

1.13.5.1. Be granted access to the tower when responding to equipment outages and performing support duties for assigned equipment. Prior to beginning any maintenance, personnel shall coordinate operational release of equipment with the Watch Supervisor/Senior Controller. This includes generator changeover of any ATCALS facilities.

1.13.5.2. Ensure the 'IDENT' feature of ATCALS is turned off when removing equipment from service. Schedule no more than one ATCALS facility for maintenance at a given time.

1.13.5.3. Coordinate to ensure ATCALS facilities will not be removed from service for scheduled or unscheduled maintenance unless the alternate facility is operating.

1.13.5.3.1. The alternate facility for the TACAN is MGM radar.

1.13.5.3.2. The alternate facility for the ILS is the TACAN.

1.13.5.4. Ensure (if necessary to schedule/perform maintenance during other than published PMI periods) the OSS/CC is given as much advance notice as possible to allow for coordination.

1.13.6. OSS/CC will approve/disapprove request for release of ATCALS outside of published PMI and notifies maintenance personnel.

1.13.7. AMOPS will publish appropriate NOTAM.

1.13.8. Tower Watch Supervisor will not release any NAVAID (to include during PMI times) if current or forecasted weather during the time period is below 3000' ceiling or 5 miles visibility. The Watch Supervisor will also consider ATC mission situations and current outages prior to release of equipment for PMIs. They will notify AMOPS of outside published PMI time approval.

1.13.9. Emergency Evacuation Alarm Checks:

1.13.9.1. Airfield Systems shall coordinate with the tower once a week (Mondays, mission permitting) to test the emergency evacuation alarm system. If the alarm fails to operate, Airfield Systems open a trouble ticket. The following facilities have emergency evacuation alarms:

1.13.9.1.1. Localizer Antenna

1.13.9.1.2. Glideslope Antenna

1.13.9.1.3. TACAN Site

1.13.9.2. In case of an emergency, the evacuation alarm will remain activated from the time the aircraft is 10 flying miles from the airport until danger to personnel on the ground no longer exists.

1.14. Auxiliary Power Generators.

1.14.1. Commercial power is the primary power source for all Air Traffic Control and Landing Systems (ATCALS).

1.14.2. All ATCALS have auto-start and power equipment. In the event the auto-start and power transfer equipment, associated with any ATCALS, becomes inoperative, that facility is manually transferred to auxiliary power at least 30 minutes before the estimated arrival of a severe storm.

1.15. Wind Information.

1.15.1. Two lighted windsocks are available for aircrew use. They are in the following locations:

1.15.1.1. East of Runway 15/33, 800 feet south of the Runway 15 threshold and approximately 400 feet east of the runway centerline.

1.15.1.2. West of Runway 15/33, 800 feet north of the Runway 33 threshold and approximately 400 feet west of the runway centerline. NOTE: Windsocks fully extend when wind speed reaches 18 knots.

1.15.2. Maxwell has one active FMQ-19 wind sensor on the airfield located at the approach end of Runway 15. Wind information for runway 33 is derived from the departure end.

1.16. Transient Alert. Transient Alert services are provided during airfield operating hours as published in the IFR Supplement.

1.17. Automatic Terminal Information Service (ATIS) Procedures. ATIS service is provided during published airfield operational hours. Procedures for update annotated internally in OSAT Operating Instructions.

1.18. Aircraft Special Operations Areas/Ramps. Arm/De-Arm Area, Engine Run-up Area.

1.18.1. Arm/De-Arm Area (Attachment 2).

1.18.2. Engine Run-Up Area (Attachment 2). A concrete pad, 225 feet by 300 feet, is located west of taxiway A and 125 feet north of the North Ramp. All aircraft requiring engine run-ups or other maintenance work involving high-powered engine settings will use this area. Deviations may be approved by AM on a case-by-case basis. Overnight parking is not authorized on the engine run-up area.

1.19. Aircraft Towing Procedures.

- 1.19.1. Personnel towing or repositioning aircraft contact AMOPS before any aircraft movement.
- 1.19.2. AMOPS advises tower of all aircraft tow information.
- 1.19.3. Personnel shall contact Maxwell Ground Control for approval of tow during hours of operation. Coordinate with Command Post for any after hour tow operations.

1.20. Aircraft Taxiing Requirements.

- 1.20.1. Aircraft must contact Maxwell Ground Control before starting engines. This does not apply to aircraft parked on the NE ramp, as tower does not have visibility of these aircraft. however, all aircraft must receive permission to taxi.
- 1.20.2. All aircraft with wingspan larger than a C-130 (137'7") utilizing taxiway delta and echo shall use wing walkers when taxiing in front of aircraft parked on the West Ramp due to limited wingtip clearance.
- 1.20.3. All aircraft with wingspan greater than C-130 use caution; fence 7'8" to 8' tall, located 116' NW of north ramp taxi lane centerline. All aircraft larger than C-130 parking on north ramp east of taxiway Alpha must use wing walkers due to limited wingtip clearance.
- 1.20.4. Heavy aircraft will not use Taxiway A along the golf course unless AMOPS physically ensures no personnel are using the golf course holes adjacent to Taxiway A.

1.21. Airfield Maintenance ([Attachment 10](#)).

- 1.21.1. Airfield mowing shall be conducted IAW mower schedule maintained by AFM.
- 1.21.2. Airfield Sweeping shall be conducted IAW sweeping schedule maintained by AFM. Additional airfield sweeping shall be coordinated through AMOPS.

1.22. Runway Surface Condition. Runway Surface Condition (RSC) is determined by AM as wet or dry. Maxwell tower will recommend changes to the current reported condition based upon visual observations and PIREPs. The lack of a reported value indicates the RSC as dry. Wet RSC will be included on the ATIS.

1.23. Procedures/Requirements for Conducting Airfield Inspections/Checks.

- 1.23.1. Airfield Inspections:
 - 1.23.1.1. AFM or designated representative will conduct a minimum of one airfield inspection per day.
- 1.23.2. Airfield Checks:
 - 1.23.2.1. Opening the runway: AMOPS opening airfield checks, at a minimum, must determine: the primary take-off, landing and taxi surfaces are FOD free; the current bird condition; the runway surface condition; and a visual check of the aircraft arresting system configuration.
 - 1.23.2.2. Additional checks will be conducted:
 - 1.23.2.2.1. After heavy aircraft lands or departs. **NOTE:** To help expedite runway checks, Tower will notify AMOPS when heavy aircraft are within 15 miles from

landing or as soon as possible. Tower will also notify AMOPS when heavy aircraft begins taxi to the runway for departure.

1.23.2.2.2. After IFEs/Ground Emergencies, except those involving emergency fuel and physiological conditions.

1.23.2.2.3. Nighttime/Evening for airfield lighting serviceability checks.

1.23.2.2.4. Other events, such as RSC determination, NVD operation, DIXIE DZ operations, unauthorized aircraft landings, severe weather, airfield driving violations, checks of construction areas, natural disaster (e.g., tornado, typhoon, earthquake etc.) to check for conditions that could affect safe airfield operations and as required by AFM or requested by Tower.

1.24. Procedures for Opening and Closing the Runway.

1.24.1. AM performs the following for opening/closing runways, additional requirements may be posted in the AMOPS OI (Reference AMOPS opening/closing checklist):

1.24.1.1. Opening:

1.24.1.1.1. Inform Command Post of opening.

1.24.1.1.2. Review NOTAMS with Tower.

1.24.1.1.3. Perform opening airfield inspection checklist.

1.24.1.1.4. Notify Tower and Command Post of Runway Surface Condition (RSC) and Bird Watch Condition (BWC) prior to aircraft operations.

1.24.1.1.5. Pass all CMA operations and aircraft tows/engine runs to Tower received from Command Post as part of the opening checklists.

1.24.1.1.6. Notify Tower of special activities involving the airfield and any special DV requirements.

1.24.1.2. Closing:

1.24.1.2.1. Inform the Command Post, weather and tower of runway closure.

1.24.1.2.2. For runway closures during published operating hours, AM will issue a NOTAM and execute the appropriate Quick Reaction Checklist (QRC).

1.25. Procedures for Suspending Runway Operations.

1.25.1. Maxwell Tower suspends runway operations for emergencies, heavy aircraft arrivals/departures and other situations deemed necessary by the Tower Watch Supervisor and notifies AMOPs for all runway suspensions.

1.25.2. The AFM or designated representative may close/suspend runway operations for situations outlined in this AOI para 1.25.1 as well as activities outlined in AFI 13-204 V3. The AFM or their representative shall perform a runway check as soon as possible for these circumstances as well as those listed in this AOI para 1.23.2 2, and report runway status to the tower following suspended operations or runway closure. Normal runway operations shall be resumed as soon as practical.

1.26. Engine Test and Run-Up Procedures.

1.26.1. 908th MOC will provide AMOPS with aircraft tail number and location for all engine runs. Maintainers will contact Maxwell Ground Control before start and at termination of engine runs.

1.26.2. No engine runs for reciprocating engine aircraft shall exceed 1800 RPM nor shall jet engines be permitted to exceed idle power on the Northeast Ramp. Perform power checks and other maintenance involving engine operations at higher levels on the engine run-up pad (Attachment 2).

1.26.3. No aircraft shall operate “engines running” south of the double yellow lines or between hangars 842 and 843.

1.26.4. In the event the run-up pad is not available, AMOPs will identify an alternate site for higher power engine runs.

1.27. Noise Abatement Procedures. In an effort to reduce noise over the base, aircraft using the east pattern shall not over fly the base less than 1,200 feet MSL to exclude approaches to the LZ, random shallow approaches and crosswind/downwind associated with approach/departure to the runway. Circling is not authorized east of the runway.

1.28. Procedure for Protecting Precision Approach Critical Areas and Precision Obstacle Free Zone (POFZ) ([Attachment 3](#)).

1.28.1. Maxwell AFB has two Precision Approach Critical Areas: the Localizer critical area and Glideslope critical area. Vehicles and taxiing aircraft shall hold short of runways at the instrument hold lines when the reported ceiling is less than 800 feet and/or the reported visibility is less than 2 miles.

1.28.2. The POFZ is an 800 foot wide by 200 foot long rectangular area centered on the runway centerline. It begins and extends outward from the threshold of runway 15 and is designed to protect aircraft flying precision approaches from ground vehicles and other aircraft when the ceiling is less than 300 feet or visibility is less than $\frac{3}{4}$ statute miles. In the event that taxiing aircraft or vehicles are not clear of the POFZ, controllers are to provide traffic advisories only to the arriving aircraft regarding the position of the offending aircraft/vehicles.

1.29. Restricted Areas on the Airfield ([Attachment 2](#)). There are two restricted areas on the airfield. The West Ramp (continuously active) and the North Ramp (activated when required). The remaining portion of the airfield is a controlled area with the exception of the Eastern half of the North East Ramp being used for CAP-USAF and private use aircraft.

Chapter 2

FLYING AREAS

2.1. Local Flying Area (Attachment 9). Maxwell AFB has no requirement for a base-controlled local flying area. Tenant unit's local flying areas are in accordance with their major command directives, and facilitated by MGM.

2.2. CAP-USAF. CAP-USAF coordinates VFR flying training areas with MGM identified at Attachment 9 for Maxwell Tower and AMOPS situational awareness only.

Chapter 3

VFR PROCEDURES

3.1. VFR Weather Minimums. Weather requirements for VFR operations at Maxwell AFB are in accordance with AFI 11-202, Vol 3, *Flying Operations* and applicable Federal Aviation Regulations (FAR).

3.2. VFR Traffic Patterns (Attachments 6, 7 and 8).

3.2.1. Overhead Patterns

3.2.1.1. All aircraft enter overhead patterns with a 45 degree turn to initial at 1,700 feet MSL.

3.2.1.1.1. When landing on Runway 15, enter initial between 3 and 5 NM of the field, expect left break.

3.2.1.1.2. When landing Runway 33, enter initial between 1 and 2.5 NM of the field, to avoid Montgomery Regional Airport, expect right break. NOTE: The expected turns deconflict with MGM airspace. However, Maxwell Tower may approve direction of breaks in either direction based on traffic and MGM coordination.

3.2.1.2. Anytime an aircraft is en route to or established in the overhead pattern, Maxwell Tower advises all other Maxwell traffic conducting operations at Maxwell AFB to maintain 1,200 feet MSL or below until departure end of the runway to "Protect the Overhead Pattern."

3.2.2. Rectangular/Closed Patterns

3.2.2.1. Authorization to fly a closed pattern is the responsibility of the Maxwell Tower.

3.2.2.2. The rectangular/closed pattern altitude for conventional aircraft is 1,200 feet MSL. The closed traffic pattern altitude for high performance aircraft is 1,700 feet MSL.

3.2.3. LZ Patterns:

3.2.3.1. Use of the LZ is at the discretion of the Tower for aircraft with valid LZ requirements. When validity question arises, Tower will contact AMOPS for clarity.

3.2.3.2. The LZ pattern altitude is 1,200 feet MSL.

3.2.4. General Weather Minimums are:

3.2.4.1. 1,200' Rectangular Pattern: 1,500 foot AGL ceiling and 3 SM visibility

3.2.4.2. Overhead/High Performance closed pattern: 2,000 foot ceiling and 3 SM visibility.

3.2.5. SFO Patterns. All SFO operations are conducted during daylight hours and VMC weather conditions IAW Letter of Agreement. With ceiling reported at MXF at least 1000' above the pilot's requested high key altitude; visibility, surface and aloft shall be no less than 5 miles.

3.2.6. Helicopters. Helicopters shall fly in the standard rectangular pattern; they are not allowed to depart/arrive direct to the parking ramp.

3.3. Special Procedures.

3.3.1. Air Drops on Dixie Drop Zone (Attachment 2).

3.3.1.1. Aircraft (except helicopters) inbound to Maxwell for training bundle drops on Dixie Drop Zone (DZ) advise Maxwell Tower before their departure from the Initial Point.

3.3.1.2. Aircraft over fly the DZ on a magnetic heading of 159 degrees and turn to a magnetic heading of 300 degrees after passing the southern field boundary.

3.3.1.3. Bundle drops are from an altitude of 1,200 feet MSL.

3.4. Reduced Same Runway Separation Procedures. Reduced runway separation is not authorized at Maxwell due to runway length.

3.5. Intersection Departures (Attachment 2).

3.5.1. Runway 33 departures:

3.5.1.1. Taxiway D - 6,800 feet available

3.5.1.2. Taxiway C – 5,550 feet available

3.5.1.3. Intersection Runway 33 and LZ – 4,800 feet available

3.5.1.4. Taxiway B – 2,650 feet available

3.5.1.5. Taxiway A – NOT AUTHORIZED

3.5.2. Runway 15 departures:

3.5.2.1. Taxiway A – 7,000 feet available

3.5.2.2. Taxiway B – 5,300 feet available

3.5.2.3. Intersection Runway 15 and LZ – 3,150 feet available

3.5.2.4. Taxiway C – 2,400 feet available

3.5.2.5. Taxiway D – NOT AUTHORIZED

Chapter 4

IFR PROCEDURES

4.1. Radar Traffic Patterns.

- 4.1.1. No radar traffic patterns are published for Maxwell AFB. Expect radar vectors from MGM Approach.
- 4.1.2. Circling east of the airfield is not authorized.
- 4.1.3. Successive instrument approaches to Maxwell AFB are limited due to MGM airspace conflicts. Aircraft requesting multiple instrument approaches to Maxwell AFB should make their request with MGM approach.
- 4.1.4. There is no ASR or PAR approach availability at Maxwell.

4.2. Local Departure Procedures.

- 4.2.1. VFR aircraft departing Maxwell can expect an initial altitude climb-out at or below 2,000 feet and heading assigned by Montgomery Approach. IFR aircraft can expect an initial climb-out at 3,000 feet runway heading.

4.3. Radar Vector to Initial Procedures. Both VFR and IFR aircraft can request vectors to initial from MGM. For IFR aircraft, IFR clearances are automatically cancelled when pilot reports initial.

Chapter 5

EMERGENCY PROCEDURES

5.1. Operation of the Primary Crash Alarm System and Secondary Crash Net.

5.1.1. Primary Crash Alarm System (PCAS)

5.1.1.1. Maxwell Tower is the operator of the PCAS. The PCAS alerts the Fire Department, Medical Group's Flight Surgeon's Office, Ambulance Service and AM of impending or actual emergencies and airfield exercises requiring activation of the PCAS.

5.1.1.2. Tower is responsible to activate the PCAS for any situation (actual or exercise) involving accidents or emergencies located on the airfield. The following are primary reasons for activating the PCAS, but not all inclusive:

5.1.1.2.1. Aircraft Bomb Threat

5.1.1.2.2. Aircraft Hijack or Theft

5.1.1.2.3. Unauthorized Civil Aircraft Landing

5.1.1.2.4. Aircraft emergency

5.1.1.2.5. Aircraft landing with "Hot Guns"

5.1.1.2.6. Aircraft landing with possible contaminated material

5.1.1.2.7. Response to major accident involving an aircraft – on or off base

5.1.1.2.8. Tornado sighting – Maxwell Tower is the primary tornado spotters for Maxwell.

5.1.1.3. All parties on the circuit acknowledge receipt of message by use of operating initials when called upon.

5.1.1.4. Reactivation of the PCAS is activated to amend or update the status of the situation. NOTE: Tower tests the PCAS daily within 30 minutes of opening.

5.1.1.5. If activation of the PCAS fails, the Tower notifies AMOPS who completes notification by use of the secondary crash net.

5.1.2. Secondary Crash Net.

5.1.2.1. AMOPS is the operator of the Secondary Crash Net. This alarm net is activated by AMOPS personnel immediately upon receipt of information specific to aircraft or the airfield from the PCAS or 42 OSS/CC.

5.1.2.2. The information passed is verbatim from the source.

5.1.2.3. If AMOPS is the initial receiver of the crash, emergency or exercise information, they notify the Tower first.

5.1.2.4. The secondary crash net is divided into two sections: Command Net and Support Net.

- 5.1.2.4.1. The Command Net is for immediate support of impending or actual air/ground emergencies.
- 5.1.2.4.2. The Support Net has receiver only agencies normally required for back-up actions with air/ground emergencies.
- 5.1.2.5. If the SCN is out of service, AMOPS will notify SCN agencies individually via normal land line calls and annotate notifications in the daily events log.

5.2. Emergency Response Procedures.

- 5.2.1. Maxwell Tower has specific checklists developed for emergencies, on or off base, and will follow them to accomplish mission critical actions.
- 5.2.2. Aircraft Mishap Affecting Maxwell Airfield
 - 5.2.2.1. Primary and/or Secondary crash net will be activated by Maxwell Tower/AM.
 - 5.2.2.2. Runway operations will be suspended and AM will issue appropriate NOTAM.
 - 5.2.2.3. Inbound aircraft will be diverted to MGM approach for services.
 - 5.2.2.4. All local aircraft in the Maxwell pattern, including taxiing aircraft, will be advised of appropriate emergency procedures.
 - 5.2.2.5. MGM will be advised of emergency operations.
 - 5.2.2.6. MAFB Plan 91-204, *Mishap Response Plan*, provides additional guidance.
 - 5.2.2.7. The Senior Fire Officer is the incident commander for all airfield emergencies.
- 5.2.3. Emergency Aircraft Landing.
 - 5.2.3.1. Emergency aircraft have priority over all other aircraft
 - 5.2.3.2. Tower will pass all emergency information over the PCAS.
 - 5.2.3.3. AM will pass emergency information over secondary crash net and accomplish checklist.
 - 5.2.3.4. Emergency response vehicles and personnel will be provided immediate access to the airfield as required, but still must coordinate with tower for CMA access.
 - 5.2.3.5. Runway operations are suspended and timeline back to normal ops depends on aircraft actions.
 - 5.2.3.6. Fire Department Incident Commander will terminate the emergency as soon as practical.
 - 5.2.3.7. Runway operations may resume following AMOPS direction.
- 5.2.4. Emergency Landing During Airfield Closure.
 - 5.2.4.1. Pilots experiencing an IFE should attempt to land at Montgomery Dannelly Field Airport rather than Maxwell if Maxwell Airfield is closed, navigational status cannot be monitored, airfield lighting is off and an emergency response force would certainly be delayed.
 - 5.2.4.2. In the event the pilot must land at Maxwell, the following procedures apply:

- 5.2.4.2.1. Notified agency advises the pilot that landing will be at his or her own risk.
- 5.2.4.2.2. Notified agency advises Maxwell Command Post who notifies the Fire Department and Security Forces and passes all available information.
- 5.2.4.2.3. Every effort should be made to notify 42 OSS/CC prior to aircraft landing.
- 5.2.4.2.4. Fire Department personnel turn on airfield lighting to step three (3), and if time permits, conduct a check of the runway. The Fire Department stands by with appropriate equipment and monitors the landing.
- 5.2.4.2.5. Aircraft treated as unauthorized landing IAW 42 ABW plan 502.

5.3. External Stores/Jettison Area Procedures ([Attachment 2](#)).

- 5.3.1. The grassy area immediately west of Runway 15/33 and North of the intersection of the closed portion of the Runway is the designated impact area for external stores and jettisoned cargo. The area is bordered on all sides by paved surfaces and is approximately midfield.
- 5.3.2. Maxwell Tower immediately activates the PCAS and AMOPS activates the SCN.
- 5.3.3. The AFM or a representative personally monitors jettison operations.
- 5.3.4. Maxwell Tower suspends all practice instrument and terminal air traffic until jettison actions are complete and the AFM or a representative has declared the area safe for continued operations.
- 5.3.5. Aircraft make a dry run down Runway 15 to personally observe the jettison area.
- 5.3.6. After completing the dry run down Runway 15, turn right and enter the downwind leg, adjust altitude to 800 feet MSL and establish flight manual airspeed.
- 5.3.7. The pilot shall notify Tower on the downwind leg when actual jettison of external stores or cargo will occur.
 - 5.3.7.1. The pilot aligns the aircraft with Runway 15 and slightly west of the runway surface so jettisoned stores or cargo land in the Jettison Area.
 - 5.3.7.2. The pilot visually determines the jettison point and advises Tower when jettison is terminated.
- 5.3.8. After the area has been declared safe, transient alert personnel will recover the debris and inform AMOPS when complete.
 - 5.3.8.1. If explosive devices were jettisoned, the area is cordoned off until Supply munitions personnel have declared the area to be safe or further action is needed.
 - 5.3.8.2. The AFM, in coordination with the senior fire-fighting official, determines the limit of air traffic operations on the movement area prior to Explosive Ordnance Disposal (EOD) weapons-safe operations.
 - 5.3.8.3. AMOPS will conduct a FOD check IAW para 1.25.2 of this AOI as necessary.
- 5.3.9. If prevailing weather prohibits visual drops, MGM Approach vectors the aircraft to a Straight-In approach to Runway 15.

5.3.9.1. Upon reaching 3 DME from the Maxwell TACAN, the pilot jettisons the external stores and cargo.

5.3.10. Nothing in the foregoing procedures denies a pilot the discretion of dropping external stores and cargo during an emergency.

5.4. Fuel Dumping.

5.4.1. Maxwell AFB does not have a specified area for fuel dumping. In the event fuel dumping is required, one of the two procedures listed below apply:

5.4.1.1. If safety of flight requires immediate fuel dumping:

5.4.1.1.1. Declare an emergency over the controlling agency frequency.

5.4.1.1.2. Advise the controlling agency when fuel dumping begins.

5.4.1.1.3. Advise the controlling agency when fuel dumping is terminated.

5.4.1.1.4. Advise controlling agency of your intentions.

5.4.1.2. If safety of flight is not an immediate factor:

5.4.1.2.1. Declare an emergency over the controlling agency frequency.

5.4.1.2.2. Request radar vectors from MGM Approach to an area used for fuel dumping.

5.4.1.2.3. Request climb to an altitude high enough to permit fuel to vaporize before ground contact.

5.4.1.2.4. Advise Approach Control when fuel dumping begins.

5.4.1.2.5. Advise Approach Control when fuel dumping is terminated.

5.4.1.2.6. Advise Approach Control of your intentions.

5.5. Emergency Aircraft Arresting Procedures.

5.5.1. Refer to IFE/Ground Emergency checklists in AMOPS and Tower.

5.5.2. Expect runway operations suspension after engagement.

5.5.3. Cable rest time is a minimum of 24hrs since the current cable is single engagement use. A NOTAM is published indicating the outage.

5.6. Hot Brake Area and Procedures ([Attachment 2](#)).

5.6.1. Aircraft with suspected hot brakes should, if able, exit at the end of the runway. The senior fire-fighting official is responsible for all firefighting and brake cooling actions. **WARNING:** Brakes reach their highest temperature approximately 15 minutes (20-30 minutes for C-130 aircraft) after maximum braking. A 300-foot cordon is established and maintained until the senior fire officer/incident commander declares the area safe.

5.6.2. Expect runway operations suspension after incident.

5.7. Abandonment of Aircraft. Controlled bail-out is controlled by MGM Approach for aircraft departing or arriving at Maxwell AFB.

5.8. Personnel/Crash Locator Beacon Signal/Emergency Locator Transmitter (ELT) Response Procedures.

5.8.1. When an ELT signal is received, Maxwell Tower contacts AMOPS and MGM immediately. NOTE: ELT testing is permitted only during the first 5 minutes of each hour and with no more than three audible sweeps. Signals received outside these times are considered to be an emergency transmission; however, the PCAS is not activated, unless directed by competent authority. MGM notifies Atlanta ARTCC of ELT signals.

5.9. Hung Ordnance/Arm De-Arm Area and Procedures ([Attachment 2](#)). ARM/DE-ARM operations are not authorized without prior approval from Transient Alert. Specific procedures may be established in support of contingency operations or special circumstances requiring ARM/DE-ARM of aircraft.

5.9.1. Aircraft with hot guns or experiencing a hung ordnance condition shall be considered an emergency aircraft and will be held on the active runway temporarily suspending runway operations. The following actions will occur:

5.9.1.1. Maxwell Tower will activate the PCAS. AMOPS will activate the secondary crash net.

5.9.1.2. To the maximum extent possible, aircraft will be directed to face the northern clear zone (departure end RWY 33) at all times.

5.9.1.3. If aircraft can maintain power, the aircraft will be directed to taxi to the north turnaround, facing a heading of 330 and wait for emergency response. If aircraft shutdown engines on the runway and are unable to taxi, the aircraft will be towed to the north turnaround facing a heading of 330 degrees. Aircraft arriving runway 15 will be instructed to right turn and face heading 330. The right turn will avoid the aircraft pointing hung ordinance at the main base populace. Aircraft will be located in the north turnaround on a temporary basis until weapons safe is achieved. Aircraft operations on the LZ and runways are suspended until the on-scene commander declares the area safe and aircraft operations can resume.

5.9.1.4. Security Forces will block March Road on the east and west sides of the approach end of Runway 15 while emergency aircraft are parked in the north turnaround. AM will close taxiway alpha between the LZ and the approach end of RWY 15.

5.9.1.5. Once aircraft weapons are placed in a safe condition, aircraft will be towed to the Hazardous Cargo Pad designated on taxiway alpha.

5.9.1.6. 42 ABW/SE or a designated representative will provide the necessary monitoring and coordinate with munitions personnel to affect de-arming/weapons-safe as expeditiously as possible.

5.10. Wind Limitations on Control Tower. The Tower is evacuated when wind speeds (sustained or gusts) reach 50 knots or 57 MPH, or when deemed appropriate by the Tower Watch Supervisor. Checklists are accomplished IAW OSAT OI, and airspace relinquished to MGM.

5.11. Evacuation of ATC and AM Facilities.

5.11.1. The Tower and AM may be evacuated because of high wind, fire, bomb threat, total power outage or other situations that may imperil personnel. Whenever the Tower is evacuated, MGM controls Maxwell's airspace.

5.11.2. AMOPS will activate appropriate Quick Reaction Checklist upon evacuation, and reestablish operations at their alternate facility in building 1060.

5.11.3. Tower will activate appropriate Quick Reaction Checklist upon evacuation.

5.12. Other Emergency Procedures.

5.12.1. Unsafe Landing Gear. Aircrews experiencing an unsafe or unknown landing gear condition should:

5.12.1.1. Declare an emergency with the controlling agency.

5.12.1.2. If able, remain airborne until emergency equipment is in place.

5.12.1.3. Initiate a flyby with the Maxwell Tower not below 200 feet AGL so a visual check of the landing gear may be made.

5.12.1.4. After landing, insert landing gear lock pins.

5.12.2. Aircraft Bomb Threats.

5.12.2.1. When an inbound aircraft with a suspected bomb aboard elects to land at Maxwell, Maxwell Tower activates the PCAS.

5.12.2.2. Every effort is made to have the suspect aircraft land on Runway 33, exit the runway at taxiway A and park in the Hazardous Cargo Pad (Attachment 2).

5.12.2.3. Procedures for an aircraft bomb threat are contained in 42 ABW Plan 10-2, *Comprehensive Emergency Management Plan*, and 42 ABW Plan 502, *Aircraft Hijack Prevention and Resistance Plan*.

5.12.3. Aircraft Theft and Hijacking

5.12.3.1. These procedures are contained in 42 ABW Plan 502.

5.12.4. Hydrazine (Emergency Power Unit [EPU]) Maintenance Area.

5.12.4.1. Aircraft experiencing hydrazine problems or activating their Emergency Power Unit (EPU) should be parked on the Hazardous Cargo pad (Attachment 2).

5.12.4.2. EPU Activation. In the event an aircraft with an activated EPU (planned or unplanned) elects to land at Maxwell AFB, the aircraft shall be instructed to exit the runway at taxiway A if landing runway 33 and stop on the HCP. Aircraft landing Runway 15 will come to a complete stop on the runway instead of taxiing to the HCP due to safety concerns.

5.12.4.3. Operations on the runway, LZ and taxiway A north of taxiway B are suspended until the senior firefighting official declares the area safe.

5.12.4.4. Aircraft shall park with the nose into the wind.

5.13. Alternate Facility Procedures.

5.13.1. Tower does not have an alternate facility.

5.13.2. AM initiates appropriate Quick Reaction Checklist.

Chapter 6

FLIGHT PLANNING PROCEDURES

6.1. Flight Planning.

6.1.1. The Pilot in Command (PIC) will file a flight plan for any aircraft departing Maxwell AFB. The following flight plan forms, listed in FLIP General Planning, Chapter 4, and IAW AFI 11-202V3, are authorized: DD Form 175, *Military Flight Plan*, and DD Form 1801, *DOD International Flight Plan*. Deviations from originally filed flight plan should be reported to AMOPS via Pilot to Dispatch frequency 139.3/372.2.

6.1.1.1. 908 AW Procedures:

6.1.1.1.1. The 357 AS sends their flight plan prior to stepping to their aircraft.

6.1.1.1.2. AMOPS will notify the Squadron SOF if unable to enter the flight plan into the AIS system as requested.

6.1.1.1.3. The 908 AW will maintain the original flight plan IAW AFRIMS, Records Disposition Schedule.

6.1.1.1.4. The aircrew will fax a copy of completed DD Form 175(s) to AMOPS, fax ext. 953-6690.

6.1.1.1.5. The aircrew will call AMOPS (3-6961 or 3-6962) to confirm receipt of the flight plan(s) and to verify there are no questions about the flight plan.

6.1.1.2. Civil Air Patrol and Civil Air Patrol-USAF Procedures:

6.1.1.2.1. Civil Air Patrol and Civil Air Patrol-USAF will provide AMOPS with an updated listing of clearing authorities. AMOPS will cross check this listing daily to determine proper authorization to release each flight.

6.1.1.2.2. IFR/VFR local area filing (within 100NM of Maxwell AFB) is defined as aircraft departing and arriving back at Maxwell AFB flying in IFR/VFR conditions, also called an IFR/VFR Round Robin. FAA Form 7233.1 or DD Form 175 will be completed and filed out in person or via fax with AMOPS.

6.1.1.2.3. If aircraft land and full-stop at another destination other than Maxwell AFB, the PIC will close out flight plans with Anniston Flight Service Station (Per General Planning Pilot Procedures) via phone or radio and re-file a new flight plan with Anniston Flight Service Station.

6.1.2. Stereo Flight Plan Procedures.

6.1.2.1. The 908th AW will review all Stereo Flight Plans on file with AMOPS semiannually (April, October) to ensure all segments flown are in accordance with Letter of Agreement.

Chapter 7

MISCELLANEOUS PROCEDURES

7.1. Airfield Operations Board (AOB).

7.1.1. The following personnel are members of the Maxwell AFB AOB and are appointed by the 42 ABW/CV:

- 7.1.1.1. 42 MSG/CC
- 7.1.1.2. 908 OG Rep
- 7.1.1.3. 42 OSS/OSAE
- 7.1.1.4. 42 OSS/CC
- 7.1.1.5. Maxwell CP
- 7.1.1.6. HQ CAP-USAF Rep
- 7.1.1.7. 42 OSS/OSAT
- 7.1.1.8. 42 OSS/OSAP
- 7.1.1.9. 42 OSS/OSQ (AM/WX COR)
- 7.1.1.10. 42 OSS/OSAA
- 7.1.1.11. 42 OSS/OSW
- 7.1.1.12. 42 OSS/OSM
- 7.1.1.13. 42 CES/CL
- 7.1.1.14. MGM Air Traffic Manager (FAA)
- 7.1.1.15. MAFB Flying Safety Rep

7.1.2. Annual Review Items: The following are annual review items and shall be reviewed in the month identified:

- 7.1.2.1. Jan – Flight Instructions, Airspace, ATC/Flying Procedures, Aircraft Parking Plan
- 7.1.2.2. Apr – Base Airfield Operations Instruction
- 7.1.2.3. Jul – LOAs, MOUs, Terminal Instrument Procedures (TERPS)
- 7.1.2.4. Oct – Operations Letters, OPLAN taskings, Airfield Waiver Package, AICUZ

7.2. NOTAM Procedures.

7.2.1. 42d Operations Support Squadron/AM Operations (OSS/AMOPS) is the NOTAM issuing facility and Maxwell Tower is the NOTAM monitoring facility.

7.2.2. Maxwell Tower will report any issue requiring NOTAM action to AMOPS.

7.2.3. AMOPS will report any new NOTAMs or modifications to existing NOTAMs to Tower.

7.2.4. AMOPS will notify Anniston FAA and Atlanta Center about NOTAMs impacting civil Aircrafts operations, Maxwell airspace and operating hours.

7.2.5. AMOPS will notify Anniston Flight Service Station (FSS) and Atlanta Center for NOTAMs issued affecting civil aircraft operations, and or Maxwell airspace and operational hours.

7.3. Flight Information Publication (FLIP) Accounts, Procedures for Requesting Changes.

7.3.1. The FLIP Monitor (AMOPS) will ensure that individuals requesting a FLIP are authorized and are the primary or alternate FLIP monitor for the requesting agency. A Letter of Justification is required for issue of publications, especially classified documents and FAA/ICAO publications. Individual agencies will annually revalidate unit FLIP requirements and forward those requirements to AMOPS.

7.3.2. Non procedural FLIP change requests should be submitted to FLIP monitor or AFM. Procedural FLIP change requests should be submitted to TERPS.

7.4. Airfield Waivers. All airfield waivers must be coordinated for review/signature through the 42 CES, AFM, TERPS and 42 ABW/SE. Airfield waivers are maintained by 42 CES Community Planner, IAW Unified Facilities Criteria 3-260-1, Airfield and Heliport Planning and Design, and coordinated through AFM. All permanent and temporary airfield waivers are reviewed annually at the Airfield Operations Board IAW AFI 13-204v3.

7.5. Prior Permission Requested (PPR) Procedures. PPR procedures require that all aircraft intending on full stop landing at Maxwell AFB call AMOPS at least 24 HOURS prior to arrival. PPRs may be issued up to seven days in advance. PPR is required for all use per AP/1.

7.5.1. AVGAS. The AVGAS pump is only available to CAP-USAF and Maxwell AFB event sponsored aircraft (NSF, GOE etc.). AMOPS will assist the PPR or event POC in coordinating with Maxwell AFB FSS and CAP-USAF to determine cash or check payment. Payment processing happens M-F during duty hours.

7.6. Air Evac Notification and Response Procedures. Upon notification of Air Evacuation/Medical evacuation missions, AMOPS will notify the appropriate agencies to include fire department, hospital, transient alert, PAX service, command post, and tower. Information will include: Type aircraft, call sign, patient information, number of attendants, estimated time of arrival, fuel and service requirements.

7.7. Unscheduled/Unauthorized Aircraft Arrivals. In the event of a military aircraft landing without a PPR or prior coordination for landing, the tower will activate the PCAS to report the intrusion and handle it as an emergency. AMOPS will activate the secondary crash net. Refer to unauthorized civilian arrivals section for further information.

7.8. Distinguished Visitor Notification Procedures. Tower notifies Command Post and AMOPS when pre-coordinated DV aircraft reach a point no closer than 15 flying miles from the runway or immediately when inbound checked from MGM Approach if inside of 15 flying miles. This is a one-time notification and secondary in nature to ATC services.

7.9. Dangerous/Hazardous Cargo.

7.9.1. Hazardous Cargo and Contaminated Aircraft Pad (Attachment 2).

7.9.1.1. An aircraft or vehicle parking area for hazardous cargo shipments is located on Taxiway A, 700 feet west of the LZ.

7.9.1.1.1. The area is located between, and indicated by two stop blocks on the taxiway centerline.

7.9.1.1.2. North of the area and immediately adjacent to the taxiway is a grounding rod.

7.9.1.2. Should an additional Hazardous Cargo Pad parking area be required, the AFM coordinates with 42 ABW/SEW.

7.9.1.3. Contact the AFM for site class limits or 42 ABW/SE.

7.9.2. Hazardous Cargo or Contaminated Material Procedures.

7.9.2.1. Aircraft or motorized vehicles transporting hazardous cargo or contaminated materials to Maxwell AFB shall follow the procedures listed below:

7.9.2.1.1. When inbound notification is received, the receiving agency notifies Command Post, Fire Department, Security Forces, AMOPS and Maxwell Tower.

7.9.2.1.2. Maxwell Fire Department shall determine the cordon requirements. If the hazardous cargo contains munitions or explosives the cordon shall be 1250 feet.

7.9.2.2. If the material is transported by aircraft:

7.9.2.2.1. It is parked on the Hazardous Cargo pad (Attachment 1).

7.9.2.2.2. Security Forces establishes a cordon around the aircraft and provides security as long as the hazardous cargo or contaminated material is on board.

7.9.2.2.3. AMOPS closes the LZ and taxiway A north of taxiway B.

7.9.2.3. If the hazardous or contaminated material is transported by truck, car, etc.:

7.9.2.3.1. Security Forces will provide escort services, establish a cordon, provide security for the cargo, and shall notify AM prior to the airfield reopening. **NOTE:** SFS escort must be airfield driving qualified.

7.9.2.3.2. Once notified, AMOPS closes the LZ and taxiway A north of taxiway B.

7.10. Night Vision Device (NVD) Operations.

7.10.1. Unit Responsibilities

7.10.1.1. Flying Units will:

7.10.1.1.1. Have a letter of agreement on file with Maxwell Tower indicating acceptance of procedures in the NVD Operations section.

7.10.1.1.2. Ensure participating aircrews are familiar with the airfield environment and the contents of this section, and ensure that all aircrews understand landing and departures are at the aircrew's own risk.

7.10.1.1.3. Notify Maxwell AMOPS via telephone (DSN 493-6961) no later than 24 hours in advance of intended NVD operations for approval and PPR#. Notify AMOPS immediately if scheduled operations change.

7.10.1.2. AMOPS will:

7.10.1.2.1. Ensure no more than four aircraft are scheduled to conduct NVD operations simultaneously. . No more than two aircraft are scheduled to conduct airborne NVD operations simultaneously during periods when the Maxwell Tower D-BRITE is out of service.

7.10.1.2.2. Conduct an airfield check after completion of NVD operations. A FOD check will be conducted prior to resuming normal operations on the LZ.

7.10.1.2.3. Relay NVD operations to the control tower to include aircraft call sign, type aircraft, unit, date and ETA. **NOTE:** Inclusion on the daily schedule constitutes notification provided "NVD Operations" is included in the REMARKS section.

7.10.1.2.4. Ensure the control tower is notified of changes to scheduled NVD operations on the current flying day.

7.10.1.2.5. Issue NOTAM when NVD operations are going to be conducted and the timeframe planned 24 hours in advance, or immediately upon notification.

7.10.1.3. Tower will:

7.10.1.3.1. Provide preventive control services to participating NVD aircraft in accordance with FAAO 7110.65 paragraph 3-1-2 until NVD operations are terminated.

7.10.1.3.2. Terminate NVD operations prior to non-participating aircraft entering Maxwell's Class Delta Surface Area or prior to the final approach fix for aircraft conducting instrument approaches.

7.10.1.3.3. Terminate NVD operations if any safety concerns arise that in their opinion may adversely impact safety of flight.

7.10.1.3.4. Inform AMOPS when NVD operations are complete.

7.10.2. General Procedures

7.10.2.1. NVD operations shall not have priority over or interfere with full stop or departure aircraft operations. 908 AW NVD Operations take precedence over non-base assigned aircraft conducting NVD Operations.

7.10.2.2. NVD operations shall be conducted in VMC.

7.10.2.3. When using Maxwell LZ, aircrews will follow all established procedures and restrictions found in DoD FLIP AP/1.

7.10.2.4. Aircraft will adhere to Maxwell AFB standard traffic pattern altitudes and ground movement instructions.

7.10.2.5. Aircraft shall remain within 2 DME South of the MXF TACAN to avoid conflicting with traffic at Montgomery Regional Airport.

7.10.2.6. Vehicle movement on the CMA is limited to responding emergency vehicles.

7.10.3. Airfield Lighting for NVD Operations

7.10.3.1. Standard Airfield Lighting configuration IAW FAAO 7110.65 will be utilized for NVD operations. Any component of airfield lighting may be turned off at pilot request during NVD operations with the exception of the rotating beacon and obstruction lights. The rotating beacon and obstruction lights shall remain on at all times. Ramp Lights shall be turned off during NVD operations. Tower shall notify SFS prior to turning Ramp Lights off.

7.10.3.2. When multiple aircraft are conducting NVD operations simultaneously, all aircrew must approve of reduced lighting. In the event any aircraft does not agree to reduced lighting, airfield lighting will be set in accordance with FAAO 7110.65.

7.10.3.3. Airfield Lighting will be IAW FAAO 7110.65 prior to a non-NVD equipped aircraft conducting operations in the Class D airspace or on the airfield. Notify aircraft conducting NVD operations under reduced lighting before turning lights back on.

7.10.3.4. To conduct covert lit operations, the flying unit will provide all required equipment (i.e. lights, LMR) and personnel (i.e. LZCO).

7.11. Local Aircraft Priorities. Locally developed operational priorities must not take precedence over those listed in JO 7110.65 and AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*. Aircraft are given priority for taxi, takeoff and landing as follows:

- 7.11.1. Contingency Aircraft operations
- 7.11.2. Aircraft transporting DV (codes 1 thru 6)
- 7.11.3. 908 AW C-130 with Controlled Departure Time
- 7.11.4. DoD Transient full stop arrivals and departures
- 7.11.5. 908 AW C-130 arrival/ departure
- 7.11.6. CAP-USAF AFRCC Mission Departure
- 7.11.7. CAP-USAF arrivals/departures
- 7.11.8. Practice approaches

7.12. Lost Communication Instructions.

7.12.1. If radio contact is lost or suspected to be lost while operating a vehicle in the CMA, the vehicle operator shall monitor the tower for light gun signals and immediately exit the runway at the nearest exit. Repeated changes of intensity of runway lights indicate a need for tower to communicate with the driver by either radio or light gun signals. If radio failure is known or suspected, proceed to AMOPS and brief them on the incident.

7.12.2. If radio contact is lost by an aircraft in-flight or an aircraft conducting ground operations, monitor the tower for visual light gun signals. Tower will take every means necessary to contact aircraft using voice communications to re-establish voice capability with aircraft.

Figure 7.1. ATC Light Gun Signals

Meaning			
Color and type of signal	Aircraft on the ground	Aircraft in flight	Movement of vehicles, equipment and personnel
Steady green	Cleared for takeoff	Cleared to land	Cleared to cross; proceed; go
Flashing green	Cleared to taxi	Return for landing (to be followed by steady green at the proper time)	Not applicable
Steady red	Stop	Give way to other aircraft and continue circling	Stop
Flashing red	Taxi clear of landing area or runway in use	Airport unsafe - Do not land	Clear the taxiway/runway
Flashing white	Return to starting point on airport	Not applicable	Return to starting point on airport
Alternating red and green	General Warning Signal- Exercise Extreme Caution	General Warning Signal- Exercise Extreme Caution	General Warning Signal- Exercise Extreme Caution

7.13. Standard Climb-out Procedures. Departures shall adhere to Maxwell Tower departure instructions.

7.13.1. VFR aircraft should expect maintain at or below 2,000 feet with on course, and IFR aircraft should expect maintain at 3,000 feet runway heading.

7.14. Opposite Direction Takeoffs and Landings.

7.14.1. Opposite direction procedures shall be performed IAW the Letter of Agreement between MGM Approach and Maxwell Tower.

7.14.2. Departure versus Arrival:

7.14.2.1. Maxwell Tower shall not clear IFR departures for take-off after an opposite direction aircraft reaches ten (10) flying miles from the threshold of the runway of intended landing regardless of altitude or for an aircraft on downwind, prior to turning base. NOTE: Tower issuance and observance of a VFR aircraft executing a crosswind turn to enter the closed traffic pattern meets the requirements of having the VFR aircraft execute a course divergence of at least 45 degrees prior to the opposing aircraft reaching 4 NM final.

7.14.3. Arrival versus Arrival:

7.14.3.1. MGM Approach shall ensure IFR/SVFR aircraft will not proceed closer than the final approach fix until the preceding opposite direction aircraft crosses the landing threshold, commences circle for a circling approach or for an aircraft on downwind, prior

to turning base. Maxwell Tower shall ensure VFR aircraft, operating under its control, has crossed the landing threshold prior to IFR aircraft reaching the final approach fix.

7.14.4. Opposite direction operations to the LZ, are not authorized.

7.15. Breakout/Go-Around/Missed Approach Procedures. Aircraft instructed to breakout of traffic, or to go around shall comply with ATC instructions provided by the tower. Aircraft instructed to go around during an IFR approach shall execute the missed approach instructions published or issued by MGM Approach.

7.16. Civilian Aircraft Operations.

7.16.1. Request by civil aircraft for practice approaches must be approved by Maxwell Tower on a non-interfering basis. Civil aircraft may only perform low-approaches.

7.16.2. Civilian No Flight Plan Arrivals.

7.16.2.1. When notified of an inbound aircraft planning to land without a flight plan on file with AMOPS, Maxwell Tower immediately notifies AMOPS.

7.16.2.2. Unless the aircraft is experiencing an emergency, the aircraft is not permitted to land until the Tower is given approval by AMOPS.

7.16.2.2.1. If the aircraft is not experiencing an emergency and does not contact AMOPS, but lands anyway, the Tower activates the PCAS and instructs the aircraft to hold on either taxiway A or taxiway E.

7.16.2.2.2. AMOPS immediately activates the SCN, notifies the AFM and completes applicable forms indicated in AFI 10-1001, *Civil Aircraft Landing Permits*, for unauthorized landing.

7.17. Civil Use of Military ATCALS (N/A).

7.18. Weather Dissemination and Coordination Procedures.

7.18.1. The Maxwell Weather Station (OSS/OSW) provides full service. Hours of operation are the same as the airfield hours and are posted in the IFR Supplement. Services include aircrew briefings on a time available basis, surface weather observations (when airfield is open) and climatological briefings. After duty hours, support is provided by the 26 OWS at Barksdale AFB, LA, IAW Memorandum of Agreement and IAW MAXWELLA FBI 15-101.

7.18.2. The Maxwell Weather Station will disseminate hazardous/severe weather conditions via the Joint Environmental Toolkit. In the event of automation failures, weather will notify Maxwell Tower and AMOPS via landline of hazardous/severe weather.

7.18.3. Tower will notify weather operations when prevailing visibility decreases to less than four statute miles or increases to four statute miles or greater.

7.18.4. Weather lighting information is broadcasted via base giant voice from Command Post and broadcasted over airfield ground nets as received from OSS/OSW.

7.19. Bird/Wildlife Control. Local flying units will report increased bird activity near the airfield and promptly report hazardous conditions to AMOPS personnel and or the Tower. Local flying units must establish procedures for bird strike avoidance. AMOPS personnel are the authority to declare a bird watch condition (BWC) during normal flight operations, and will

notify Tower if not previously reported. Local flying restrictions during increased bird activity are defined in 42 ABW Plan 91-212, Bird/Wildlife Aircraft Strike Hazard Plan.

7.19.1. Tower will report any observed/reported change in bird condition or observed/reported bird strike to AMOPS.

7.20. Bird Watch Conditions.

7.20.1. Bird watch condition Severe represents high bird population on or immediately above active runways or specific location that represents a high potential for a strike. Supervisors and aircrews must thoroughly evaluate mission need before conducting operations in areas under condition Severe.

7.20.2. BWC Moderate is increased bird population in locations that represent an increased potential for strike. This condition requires increased vigilance by all agencies and supervisors and caution by aircrews.

7.20.3. BWC Low is normal bird activity on and above the airfield with low probability of hazard. Aircrews are responsible for checking the BWC prior to flying. Absence of a BWC on ATIS means the BWC is LOW. Refer to 42 ABW Plan 91-212 for further guidance and procedures.

7.21. Airfield Photography.

7.21.1. Requests to photograph aircraft on the airfield (controlled or restricted area) require approval from Public Affairs. Upon approval, Public Affairs shall notify 42 SFS and AMOPS of the location and time of the event.

7.21.2. Violations of this policy are immediately reported to Security Forces by AMOPS. **NOTE:** Exceptions are at the request of AMOPS, i.e. Wing/Base Safety in the performance of their duties, Fire Department training.

7.22. Tactical Arrival/Departure Procedures.

7.22.1. Random Steep Approaches. Random steep approaches may be flown to the main runway or to the LZ. Weather conditions must be VMC. Entry may be made from any direction except south. Initial approach altitude is 4700 feet MSL and the aircraft shall remain within 3 NM of the runway at all times.

7.22.2. Random Shallow Approaches. Random shallow approaches may be flown to Runway 15 or the LZ. Weather conditions must be VMC. The approach entry may be either a teardrop pattern or a straight-in maneuver. Initial entry from the south or east is not authorized. Altitude may be no lower than 300 feet AGL day and 500 feet AGL night.

7.23. Maxwell Tower, AMOPS, and Command Post Procedures.

7.23.1. Tower forwards aircraft arrival/departure information to AMOPS.

7.23.2. AM forwards the following information to the Command Post:

7.23.2.1. Information on foreign aircraft transiting Maxwell AFB to include nationality, code level, type aircraft, call sign, itinerary, estimated time of arrival and estimated time of departure.

7.23.2.2. Information on aircraft remaining overnight to include type of aircraft, call sign and pilot's name.

7.23.2.3. Information concerning inbound Distinguished Visitors (DV) to include estimated time of arrival, block time and actual time of arrival.

7.24. Land Mobile Radios (LMR).

7.24.1. The primary purpose of tower's LMR network is control of vehicles into and out of the CMA. Communication procedures to enter the CMA are outlined in AFI 13-213 MAXWELLAFBSUP.

7.25. Airfield Radio and Visual Blind Spots ([Attachment 2](#)).

7.25.1. East of AMOPS on the Northeast ramp is not visible to Maxwell Tower.

7.25.2. Small aircraft holding short of the runway at Taxiway Bravo may have to re-position the aircraft due to radio reception problems.

7.25.3. The Northern portion of the LZ and Taxiway Alpha North of Taxiway Bravo is not visible to Maxwell Tower.

7.26. Inertial Navigation System (INS) Checkpoints ([Attachment 2](#)).

7.26.1. INS checkpoints on the West Ramp are aligned with the nose wheel of 908 AW C-130 aircraft. The coordinates for the parking locations are available in the Flight Planning Room of AMOPS.

7.26.2. Transient aircraft primarily use the INS checkpoints located on the North ramp.

7.27. Securing and Grounding Aircraft.

7.27.1. The pilot of CAP, CAP-USAF and privately owned aircraft are responsible for chocking and tying down their aircraft anytime the aircraft is parked for more than a 4 hour period or anytime high winds or severe weather is anticipated. For less than 4 hours, only chocking is required.

7.27.2. Aircraft owners and operators are responsible for ensuring tie down devices are in good condition and strong enough to contain the aircraft during high winds or severe weather conditions.

7.27.3. Grounding aircraft is only required while re-fueling.

7.28. Wear of Hats on the Airfield. Hats present a potential FOD hazard to aircraft conducting operations if not secured. Hats will not be worn on the airfield, except cold weather gear authorized by AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. If a hat is worn on the airfield for sun exposure, it will be properly secured.

7.29. Airfield Smoking Policy. Smoking on the airfield is forbidden.

7.30. Uncontrolled Operations. CAP-USAF and CAP will be the only users of these procedures.

7.30.1. Unit Responsibilities:

7.30.1.1. CAP-USAF/CAP:

- 7.30.1.1.1. Will ensure all pilots are fully qualified and familiar with the local area and these procedures prior to flight outside published hours.
- 7.30.1.1.2. Will contact AMOPS via telephone (DSN: 493-6961 or CML (334) 953-6961) during normal business hours NLT 1200L the day prior to planned use.
- 7.30.1.1.3. Will immediately report the following to the Command Post (334) 953-7333/118.15 if airborne:
 - 7.30.1.1.3.1. Any unauthorized aircraft movement.
 - 7.30.1.1.3.2. Any aircraft emergency.
 - 7.30.1.1.3.3. Any accident or incident involving damage to aircraft, personal injury, or loss of life.
- 7.30.1.1.4. Will provide a current list of authorized aircraft to include the registration N-number, call sign, color and aircraft type of all aircraft using these procedures to the Security Forces Squadron, Fire Department, Command Post and Airfield Management. This list shall be updated at least annually or upon any change in aircraft assets.
- 7.30.1.2. AMOPS:
 - 7.30.1.2.1. Will add planned uncontrolled operations to daily schedule
 - 7.30.1.2.2. Will notify the following agencies of planned uncontrolled operation:
 - 7.30.1.2.2.1. Command Post
 - 7.30.1.2.2.2. Security Forces Squadron
 - 7.30.1.2.2.3. Fire Department
 - 7.30.1.2.2.4. 42 OSS/CC
 - 7.30.1.2.2.5. Tower
- 7.30.1.3. Command Post:
 - 7.30.1.3.1. Will track uncontrolled operations on the airfield outside normal operating hours (arrival/departure times) and relay to MOPS during their next duty period.
 - 7.30.1.3.2. Will immediately notify the Fire Department and Security Forces of any aircraft emergencies. Report all emergencies as soon as possible to the OSS/CC, contact 42 MSG/CC if unable to reach OSS/CC.
 - 7.30.1.3.3. Will notify the following personnel immediately of any accident or incident involving damage to aircraft, personal injury, or loss of life:
 - 7.30.1.3.3.1. Commander, 42d Air Base Wing
 - 7.30.1.3.3.2. Commander, 42d Mission Support Group
 - 7.30.1.3.3.3. Commander, 42d Operations Support Squadron
 - 7.30.1.3.3.4. Commander, Headquarters CAP-USAF

7.30.1.3.3.5. 42d Air Base Wing Safety

7.30.1.3.4. Will monitor/use common traffic advisory frequency (CTAF) on 118.15 MHz outside of normal operating hours with the following provisions. The Command Post shall:

7.30.1.3.4.1. Refrain from transmitting on frequency 118.15 at any time Maxwell Tower is open. Any transmission on frequency when tower has control constitutes interference and Command Post assumes responsibility for separation of aircraft.

7.30.1.3.4.2. Notify Maxwell Tower when uncontrolled aircraft operations are in progress and/or have terminated.

7.30.1.3.4.3. Identify with facility identification, "Maxwell Command Post," on every transmission on frequency 118.15.

7.30.1.3.4.4. Refrain from using terms such as "cleared", "proceed", "taxi" or any other term that implies air traffic control services provided.

7.30.1.3.4.5. Refrain from talking to any aircraft other than uncontrolled aircraft operations landing/departing from Maxwell AFB. Aircraft will routinely check in on frequency when transiting Maxwell's airspace during tower closure periods. Maxwell Command Post will not respond to these aircraft. Response may lead to assumption airfield is open for normal operations.

7.30.1.3.5. Will coordinate with the Fire Department to remove vehicles when notified by aircraft and advise aircraft when all vehicles removed.

7.30.1.4. 42d Security Forces Squadron:

7.30.1.4.1. Will ensure all Security Force vehicles operating on the airfield are equipped with current CAP aircraft list.

7.30.1.4.2. Will notify all Security Force patrols of any planned movement on the airfield.

7.30.1.4.3. Will respond to all aircraft emergencies.

7.30.1.4.4. Will immediately detain any aircraft and aircrew if not authorized to depart from or arrive at Maxwell AFB and notify Command Post.

7.30.1.4.5. Will initiate anti-hijacking procedures, when applicable.

7.30.1.4.6. Will execute normal procedures to prevent theft, sabotage, and vandalism.

7.30.1.5. 42 CES/CEF Fire Department:

7.30.1.5.1. Will monitor CTAF on 118.15 MHz once notified by Command Post of uncontrolled operations.

7.30.1.5.2. Will dispatch a vehicle when requested by Command Post to remove vehicles from the runway during uncontrolled operations. Notify the Command Post when all vehicles are off runway.

7.30.1.6. 42 OSS/OSAT (Maxwell Tower) will:

- 7.30.1.6.1. Notify the Command Post of opening and closing of the control tower.
 - 7.30.1.6.2. Conduct an override check on frequency 118.15 with the Command Post every Monday as part of the opening checklist.
 - 7.30.1.6.3. Limit radio ops checks or transmissions on frequency while uncontrolled operations are in progress.
- 7.30.2. Uncontrolled Operations Procedures:
- 7.30.2.1. General Procedures
 - 7.30.2.1.1. CAP-USAF and CAP may only use the airfield as a departure and arrival station. Extended air operations to include any approach and pattern work must be conducted at other airfields. No VFR or Radar pattern is available or authorized at Maxwell AFB.
 - 7.30.2.1.2. Operations shall be conducted during daylight visual flight rules (VFR) only. For the purposes of this procedure daylight is defined as official sunrise to official sunset.
 - 7.30.2.1.3. Airfield Services not provided during uncontrolled ops include:
 - 7.30.2.1.3.1. Air Traffic Control Support from Maxwell Tower.
 - 7.30.2.1.3.2. Airfield Support from AMOPS or TA.
 - 7.30.2.1.3.3. Maxwell Weather Support.
 - 7.30.2.1.3.4. Maxwell ATIS information.
 - 7.30.2.1.3.5. Activation of the primary/secondary CRASH alarm system.
 - 7.30.2.1.4. VHF 118.15 MHz will be used as the CTAF. Pilots will use 118.15 to broadcast all intentions (taxi, take-off, and landing); however, no airport information will be afforded in return.
 - 7.30.2.1.4.1. Frequency 118.15 is utilized by Maxwell Tower for the purpose of providing Air Traffic Control service to Maxwell AFB and the surrounding area. Interference or unauthorized transmissions on this frequency are a potential threat to safety of flight operations and against FAA regulations.
 - 7.30.2.1.4.2. Maxwell Tower is the priority agency on frequency 118.15 and reserves the right to take or retain control of the frequency at any time. Maxwell Tower maintains override capability on the frequency.
 - 7.30.2.1.4.3. Transfer of control of the frequency to the tower is automatic upon notification of tower opening.
 - 7.30.2.1.4.4. Transfer of control of the frequency to the Command Post is automatic upon notification of tower closing.
 - 7.30.2.1.4.5. Maxwell Tower retains the right to transmit at any time on Frequency 118.15 in the interest of flight safety. Until tower is officially open, these transmissions are advisory in nature and should not be considered control instructions.

7.30.2.1.4.6. CAP-USAF Will use normal non-towered procedures as published in the Federal Aviation Regulations (FARs) and the Airmen's Information Manual (AIM). Monitor aircraft movement, takeoffs, and landings on CTAF 118.15 MHz.

7.30.2.1.4.7. CAP aircraft will obtain a weather briefing and file a VFR flight plan with Anniston Flight Service Station (FSS), (800) WX BRIEF or (800) 992-7433. Activate flight plan with Anniston FSS once airborne and ensure closure of the flight plan (through FSS) once the aircraft has landed.

7.30.2.2. Departure Procedures.

7.30.2.2.1. Aircraft departing Maxwell AFB will back taxi on the runway planned for takeoff as required to check for FOD and/or wildlife on or near the runway surface.

7.30.2.2.2. Runway 33 – entering the runway at Taxiway Charlie and back taxiing to Taxiway Echo for takeoff will provide approximately 2400 feet of checked runway for takeoff.

7.30.2.2.3. Runway 15 – entering the runway at Taxiway Charlie and back taxiing to Taxiway Bravo for takeoff will provide approximately 2900 feet of checked runway for takeoff.

7.30.2.2.4. If multiple aircraft are departing in close proximity, only the first aircraft is required to back taxi to check for debris prior to takeoff.

7.30.2.3. Arrival Procedures.

7.30.2.3.1. Aircraft arriving at Maxwell AFB will fly a low approach over the runway to check for FOD, equipment, personnel and wildlife on or near the runway surface. The low approach will be flown no lower than 300 feet AGL and may be offset to the grassy area west of runway centerline. If multiple aircraft arrive in close proximity, only the first aircraft is required to over fly the runway to check for FOD and/or wildlife on or near the runway surface.

7.30.2.4. Vehicle on Runway Procedures.

7.30.2.4.1. The runway is uncontrolled and vehicles may be on the runway. Aircraft are not authorized to conduct operations while a vehicle is on the runway.

7.30.2.4.2. In the event a vehicle is observed on the runway, the aircraft will contact the Command Post on 118.15 and ask for assistance in removing the vehicle.

7.30.2.4.3. Aircraft will await word from the Command Post of status of known vehicles before continuing uncontrolled ops procedures. NOTE: It is the sole responsibility of the aircraft to ensure that the runway environment is free of vehicles/wildlife. Command Post will act in an assistance capacity only.

7.31. Dixie Drop Zone Operations ([Attachment 2](#)).

7.31.1. A certified drop zone for C-130 training bundle and personnel drop operations is located in the southwest corner of Maxwell Airfield.

7.31.2. Use of the drop zone for training bundle or live parachute drops is coordinated through AMOPS 24 hours in advance. AMOPS coordinates with the 42 OSS/CC.

7.31.2.1. Over-flights involving no drops are exempt from this requirement.

7.31.3. Drop Zone Officer (DZO). The DZO establishes and maintains radio contact with Maxwell Tower during training bundle drops.

7.31.3.1. If radio contact is lost before the drop, a no-drop condition is in effect.

7.31.3.2. The DZO or the Tower can terminate drops at any time.

7.31.4. The Tower is the final approval authority for all drops. The DZO will coordinate with the tower prior to drop. The Tower forwards the drop clearance or disapproval to the participating aircraft.

7.31.5. DZO shall notify tower if a training bundle lands within the movement area. Operations shall remain suspended until AMOPS inspects and verifies the bundle is clear of the movement area.

7.31.6. The DZO shall advise Tower when drop complete.

7.31.7. Maxwell AFB Class D Surface Area is closed to nonparticipating aircraft by NOTAM anytime more than four aircraft in a flight are scheduled to drop personnel or training bundles.

7.31.8. Missions requiring field closure are coordinated through AMOPS at least 7 days in advance.

7.32. Controlled Departure Times. Aircraft requesting a controlled departure time mandated by Higher Headquarters shall coordinate the request with Maxwell Tower. Requests will be approved based on actual traffic at the time of departure.

7.33. Low Level Training Routes. Low Altitude Tactical Navigation Routes (LATN) is primarily in the airspace approximately 10 NM to 50 NM Southwest to Northwest of Maxwell. These routes terminate into BUZZ and SWIFT Drop Zones located approximately 13 NM West of Maxwell.

7.34. Control of Flight Check Aircraft. Observed or reported traffic considered in conflict with the flight check aircraft are advised to hold or circle as appropriate until no-conflict is assured. Flight Check aircraft receive priority as outlined in FAAO 7110.65.

7.35. Unusual Maneuvers. Unusual maneuvers are not permitted in Maxwell Class Delta airspace unless they are essential to the performance of flight. Requests for unusual maneuvers must be coordinated/approved through appropriate USAF/MAJCOM/FAA channels and locally by the 42 MSG/CC.

7.36. Aircraft Flyovers.

7.36.1. Aircraft conducting flyovers hold as directed by MGM Approach.

7.36.2. Flyovers are at 1,000 AGL with airspeed consistent with aircraft flight manual requirements and flight safety.

7.36.3. All flyovers shall be approved by AU Public Affairs, 42 MSG/CC and coordinated through the 42 OSS/CC 7 days prior to the event.

7.36.4. The organization hosting the event shall also provide a representative in the Maxwell Tower cab with a radio to coordinate with ground crews for timing accuracy of the aircraft flyover. 908 AW may coordinate with crews from the SOF desk.

7.37. Air Traffic Control or AMOPs Participation in Base Exercises.

7.37.1. The AFM shall be briefed at least 48 hours in advance about exercises affecting ATC facilities or the airfield to include parking areas and ramps.

7.37.2. Based on Maxwell flying operations, ATC facilities shall participate in these exercises to the maximum extent possible. ATC shall interrupt or discontinue Maxwell Tower participation if flight safety is in question or interference exists with recovery of emergency aircraft.

7.38. Keys to Light Aircraft.

7.38.1. AMOPS shall be provided a key to all transient light aircraft parked on the airfield.

7.38.2. The key is stored in a locked key box in building 844, Flight Data Section. **NOTE:** Every effort is made to contact the owner/operator first and have them attend to the aircraft.

7.39. Customs, Agriculture, and Immigration.

7.39.1. No Customs, Agriculture or Immigration services are available at Maxwell AFB.

7.39.2. Maxwell Command Post shall coordinate customs and agriculture for all 908 AW (AFRC) missions requiring those services.

7.40. Quiet Hours.

7.40.1. During special ceremonies or events, there are frequently periods of time when all noise producing activities on the airfield must halt. These periods are Quiet Hours identified to all affected agencies by AMOPS.

7.40.2. AMOPS notifies all affected agencies when Quiet Hours ends before the scheduled termination time, if the active time changes, or if cancelled. Quiet Hours restrictions will be identified in a local NOTAM.

7.40.3. Action Officers coordinate quiet hours at least seven days in advance via AMOPS for 42 OSS/CC approval. Expect activation ten minutes prior to event and cancellation ten minutes after planned event termination.

7.41. 908th Combat Offload Operations. Combat offload operations for C-130 aircraft will be conducted on the North Ramp, east of taxiway Charlie. Pre-coordination is via published weekly flying schedule.

7.41.1. Procedure: Aircrews will request clearance from Maxwell Ground to conduct combat offload operations on the North Ramp. The load recovery team will be positioned clear of operations at the intersection of the North and West ramps, adjacent to Bldg 1054. Once offload is complete, the load recovery team will recover the load(s) and survey ramp areas for FOD.

7.41.2. Combat offload operations will be from east to west. The aircraft will position no further west than the eastern edge of Taxiway Alpha. Normally, aircraft will begin combat offload operations abeam the 908 AW hangers east of Taxiway Alpha. After the offload operation is complete, the aircraft will contact Maxwell Ground and state intentions. Ground will coordinate a departure as require

ANDREA D. TULLOS, Col, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

FAA Order 7110.65, *Air Traffic Control*, 3 April 2014

AFI 11-201, *Flight Information Publication*, 31 March 2009

AFI 11-202, Volume 3, *General Flight Rules*, 7 November 2014

AFVA 11-240, *USAF Airport Signs and Markings*, 1 May 2014

AFI 13-204v1, *Airfield Operations Career Field Development*, 9 May 2013

AFI 13-204v2, *Airfield Operations Standardization and Evaluations*, 1 September 2010

AFI 13-204v3, *Airfield Operations Procedures and Programs*, 1 September 2010

AFI 13-213, *Airfield Driving*, 1 June 2011

AFI 10-1001, *Civil Aircraft Landing Permit*, 1 September 1995

AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Material*, 11 November 2004

AFI 36-2903, *Dress and Appearance of Air Force Personnel*, 18 July 2011

42 ABW Plan 10-2, *Full Spectrum Threat Response*, 10 April 2012

42 ABW Plan 91-212, *Bird Aircraft Strike Hazard Plan*, 24 January 2013

42 ABW Plan 502, *Aircraft Hijack Prevention and Resistance Plan*, 15 April 2011

42 ABW Plan 91-204, *Flight Mishap Response Plan for Safety Investigations*, 27 October 2011

Adopted Forms:

DD Form 175, *Military Flight Plan*

DD Form 1801, *DOD International Flight Plan*

AF Form 457, *USAF Hazard Report*

AF Form 483, *Certificate of Competency*

AF Form 651, *Hazardous air Traffic Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 3546, *USAF AFFSA Flip Revision Report*

AF Form 3624, *Equipment Outage Log*

FAA Form 7233.1, *Flight Plan*

AETC Form 645-4, *Trend Data Report*

Abbreviations and Acronyms

AGL—Above Ground Level

AICUZ—Air Installation Compatible Use Zone
AOB—Airfield Operations Board
AMOPS—Airfield Management Operations
ARTCC—Air Route Traffic Control Center
ASR—Airport Surveillance Radar
ATC—Air Traffic Control
ATCALs—Air Traffic Control and Landing System
ATIS—Automated Terminal Information Service
AFM—Airfield Manager
CAP—Civil Air Patrol
CAP—USAF– Civil Air Patrol-United States Air Force
CMA—Controlled Movement Area
DME—Distance Measuring Equipment
DZ—Drop Zone
DZO—Drop Zone Officer
ELT—Emergency Transmitter Locator
EPU—Emergency Power Unit
FAA—Federal Aviation Administration
FAR—Federal Aviation Regulation
FLIP—Flight Information Publication
IFE—In-flight Emergency
HIRL—High Intensity Runway Lights
IFR—Instrument Flight Rules
ILS—Instrument Landing System
INS—Inertial Navigation System
IP—Initial Point
MACA—Mid Air Collision Avoidance Program
MGM—Montgomery, AL
MIRL—Medium Intensity Runway Lights
MSL—Mean Sea Level
NM—Nautical Mile
NOTAM—Notice to Airmen

NTFS—National Tactical Forecast System

NVD—Night Vision Device

PAPI—Precision Approach Path Indicator

PCAS—Primary Crash Alarm System

PIREP—Pilot Weather Report

PMI—Preventive Maintenance Schedule

POFZ—Precision Obstacle Free Zone

PPR—Prior Permission Procedures

RSC—Runway Surface Condition

SM—Statutory Mile

SOF—Supervisor of Flying

TACAN—Tactical Air Navigation

TERPS—Terminal Instrument Procedures

TRSA—Terminal RADAR Service Area

VFR—Visual Flight Rules

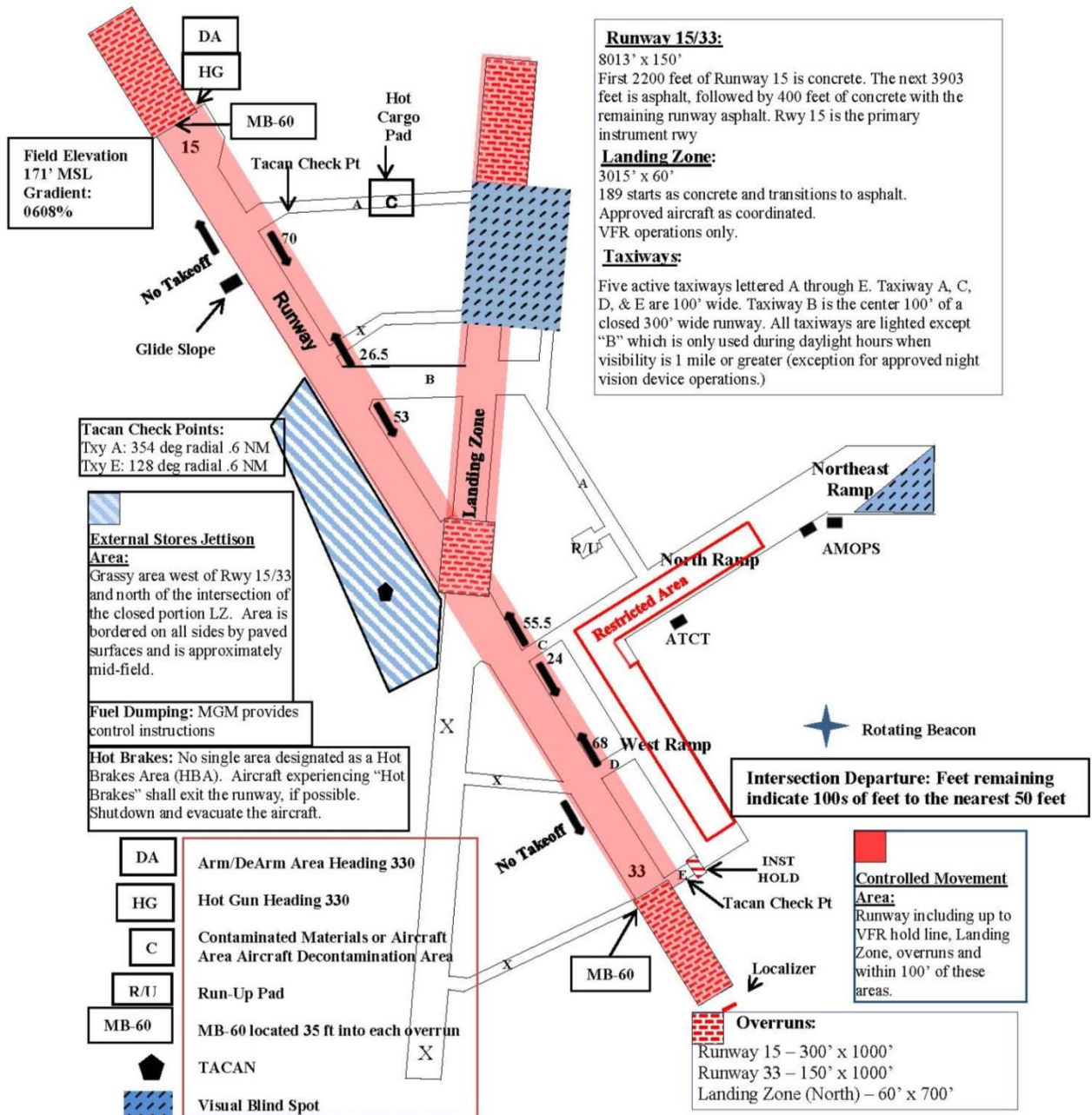
VMC—Visual Meteorological Conditions

VORTAC—Very High Frequency Omni-directional Range/Tactical Air Navigation

Attachment 2

AIRFIELD DIAGRAM WITH CONTROLLED MOVEMENT AREA/NON-CONTROLLED MOVEMENT AREA

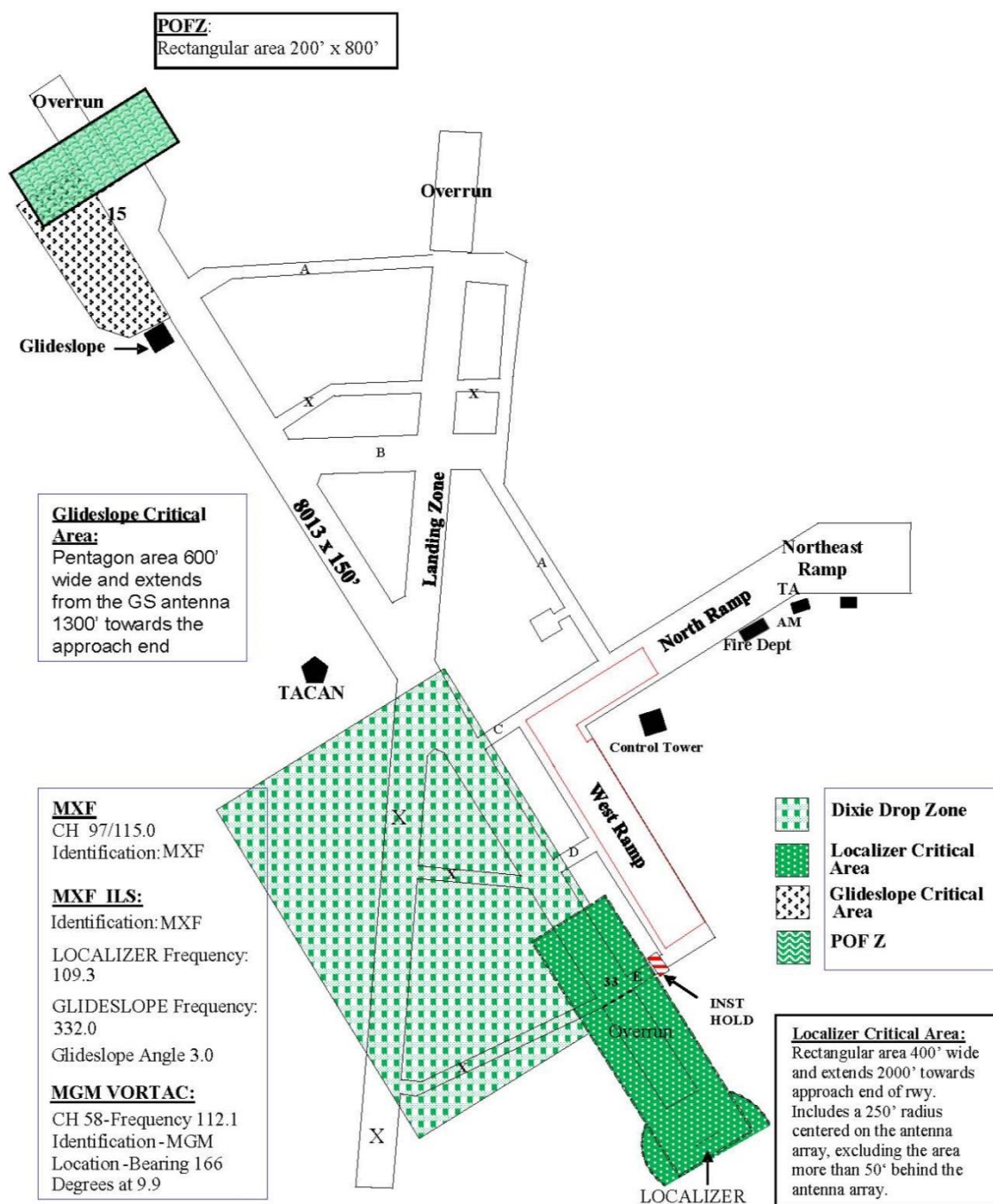
Figure A2.1. Airfield Diagram with Controlled Movement Area/Non-Controlled Movement Area.



Attachment 3

AIRFIELD DIAGRAM – NAVAIDS AND CRITICAL AREAS

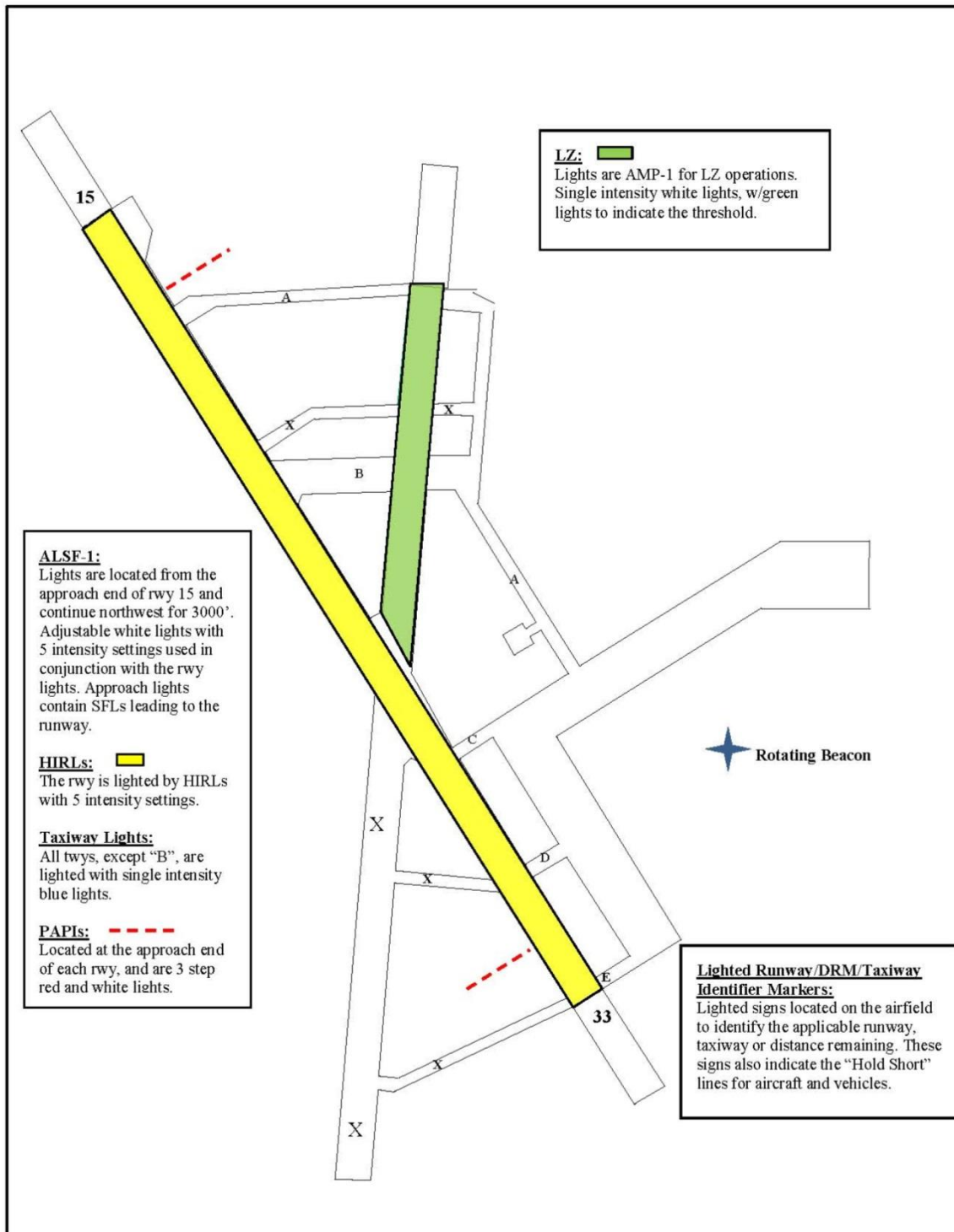
Figure A3.1. Airfield Diagram – NAVAIDS and Critical Areas.



Attachment 4

AIRFIELD DIAGRAM – AIRFIELD LIGHTING

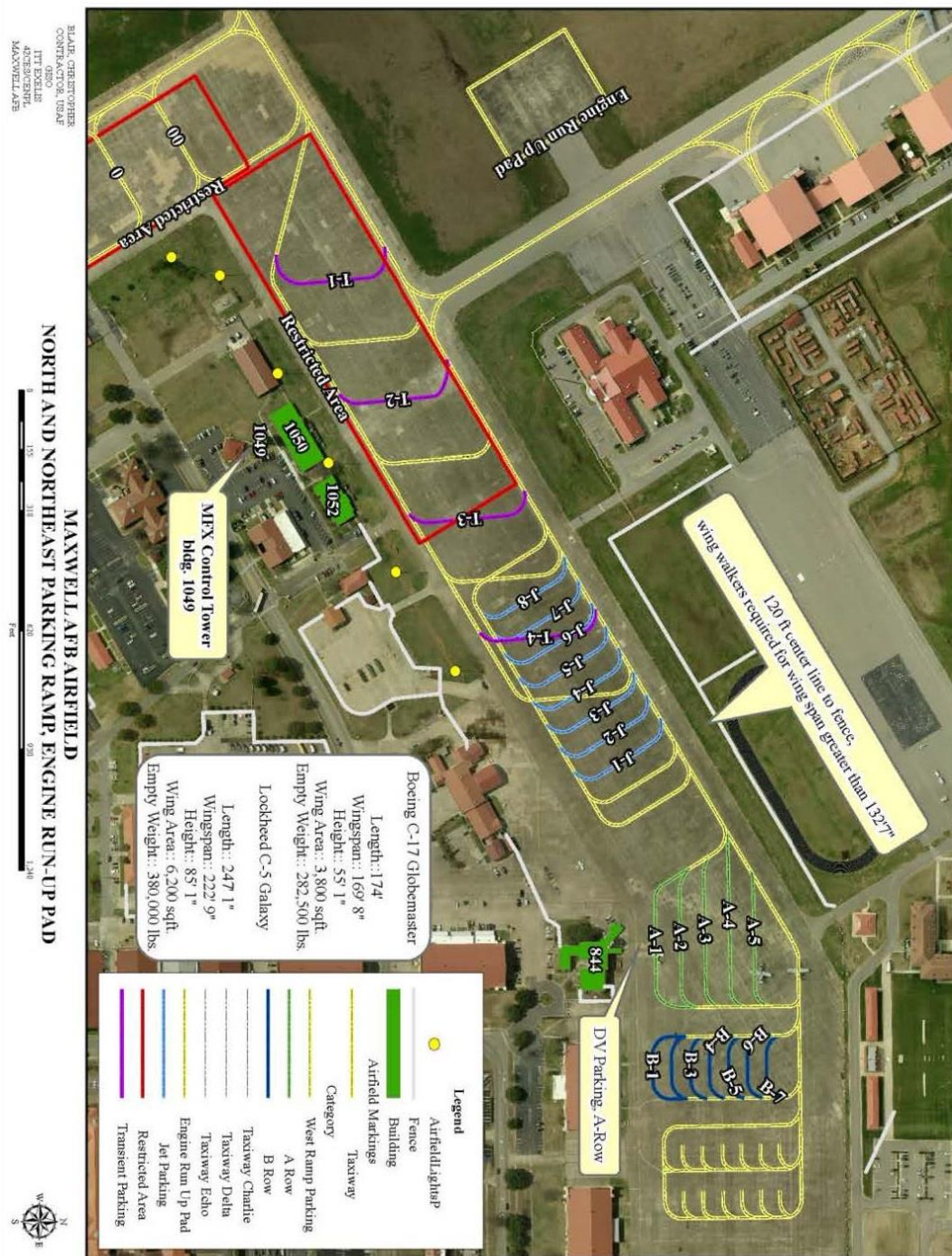
Figure A4.1. Airfield Diagram – Airfield Lighting.



Attachment 5

AIRCRAFT PARKING PLAN AND PARKING RAMPS

Figure A5.1. Maxwell AFB Airfield North and Northeast Ramp, Engine Run-Up Pad.



1049 Control Tower

Lockheed C130
 Length:: 97' 9"
 Wingspan:: 132' 7"
 Height:: 38' 3"
 Wing Area:: 1,745 sqft.

NO AIRCRAFT LARGER THAN C130 PERMITTED TO TAXIWAYS DELTA OR ECHO WHEN C130's ARE PRESENT

Tail of Aircraft to Grass 143'
 Tail of Aircraft to Taxiline 95'

Distance Between Each Aircraft 45'

Nose of Aircraft to Grass 160'
 Nose of Aircraft to Taxiline 117'

Legend
 ● Airfield/Lights/P
 — Fence
 — Wall
 ■ Airfield Parking Area
 ■ Building
 — Airfield Markings:
 — Taxi line
 — Designated lines
 — 0
 — 00
 — Charlie
 — Delta
 — Echo
 — Restricted Area
 — W1
 — W2
 — W3
 — W4
 — W5
 — W6
 — W7
 — W8
 — W9

WEST RAMP PARKING IS WITHIN THE PRIMARY SURFACE, 1000' FROM RUNWAY CENTERLINE

Restricted Area
 2050' x 315'

Ramp - 400' wide
 2,475' Long

BLAIR, CHRISTOPHER
CONTRACTOR, USAF
42CES/CENPL
MAXWELL AFB

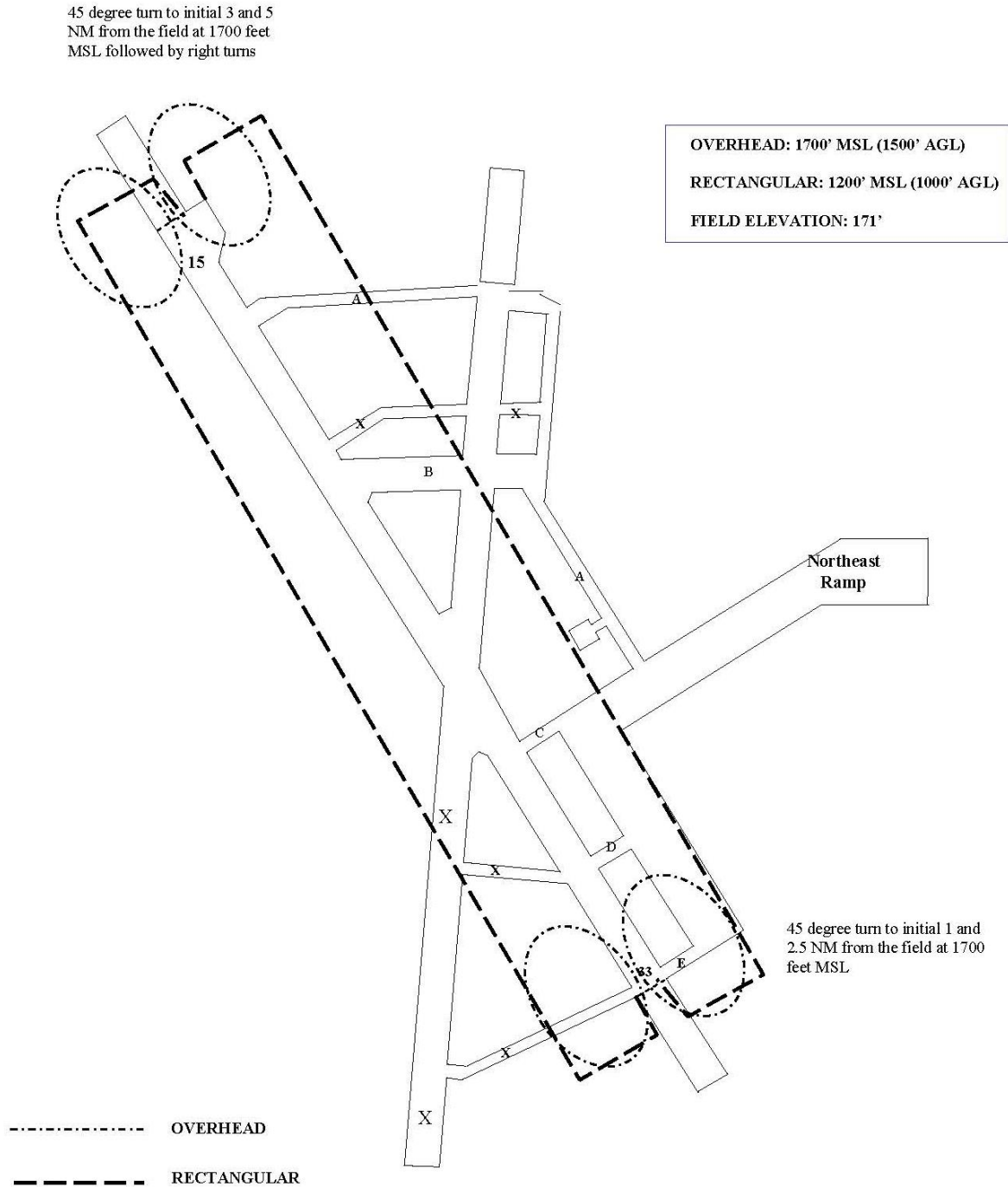
**MAXWELL AFB AIRFIELD WEST RAMP
(908th) AIRCRAFT PARKING**



Attachment 6

MAXWELL RUNWAY 15/33 TRAFFIC PATTERNS

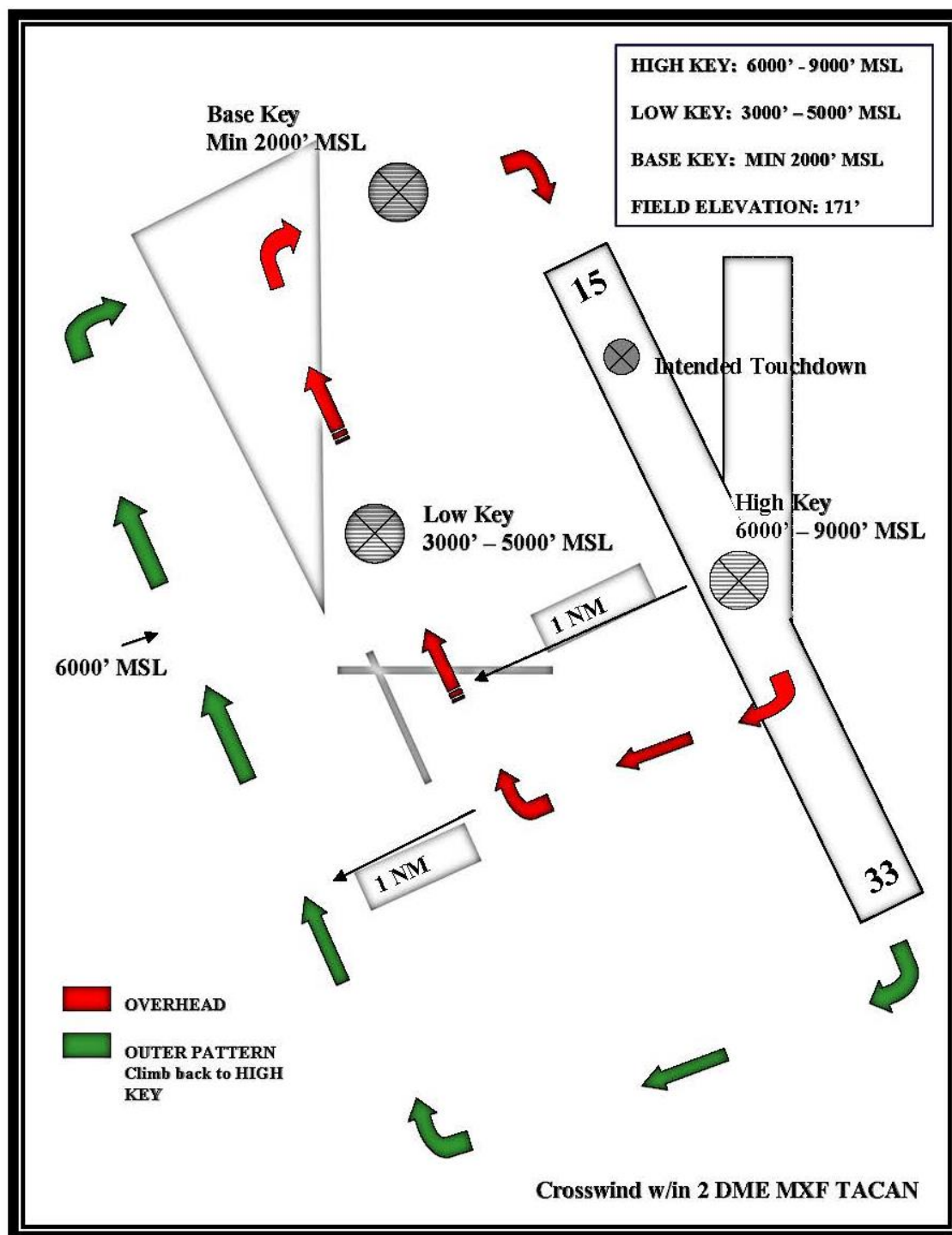
Figure A6.1. Maxwell Runway 15/33 VFR Traffic Patterns.



Attachment 7

MAXWELL AFB OVERHEAD SFO TRAFFIC PATTERN RUNWAY 15

Figure A7.1. Maxwell AFB Overhead SFO Traffic Pattern Runway 15.



AIRFIELD LANDING ZONE VFR TRAFFIC PATTERNS

[illegible]

Attachment 9

LOCAL FLYING AREA MAP

Figure A9.1. Local Flying Area Map with Maxwell AFB (MXF) and Montgomery Regional (Dannelly Field) (MGM) Airspace.



Attachment 10

AIRFIELD MOWING DIAGRAM

FIGURE A10.1. AIRFIELD MOWING DIAGRAM.

